



Broward Community College
2004-2005 College Catalog



Opening doors to a brighter future

Welcome to the wonderful world of
Broward Community College.

An exciting academic adventure is about to begin for you. Each member of the BCC faculty and staff is here to help you as you pursue your educational goals. Whether you enroll for one class or plan to obtain an A.A., A.S. or A.A.S. degree or certificate, we are ready to serve your individual needs with courteous people trained in academic advising, counseling, financial assistance, career counseling, and disability services. Nationally recognized programs such as our Honors Institute, service learning and community service opportunities, clubs and organizations, and student leadership programs are available to enhance your classroom experience. Use this catalog as your guide as you accept the BCC challenge of a quality educational experience.

DISTRICT BOARD OF TRUSTEES

Cheryl Krause, chair ♦ Paul Tanner, vice chair
Georgette Sosa Douglass ♦ Lourdes Garrido ♦ Levi Williams
BROWARD COMMUNITY COLLEGE
Larry A. Calderon, president

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Broward Community College Locations

**A. HUGH ADAMS
CENTRAL CAMPUS**
3501 Southwest Davie Road
Davie, Florida 33314
(954) 201-6865

NORTH CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, Florida 33066
(954) 201-2240

WILLIS HOLCOMBE DOWNTOWN CENTER
College Administration Offices
111 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
(954) 201-7465

**JUDSON A. SAMUELS
SOUTH CAMPUS**
7200 Hollywood Pines Boulevard
Pembroke Pines, Florida 33024
(954) 201-8835

PINES CENTER
16957 Sheridan Street
Pembroke Pines, Florida 33331
(954) 201-3601

COMMERCIAL BOULEVARD CENTER
1515 W. Commercial Boulevard
Fort Lauderdale, Florida 33309
(954) 201-4004

CENTER FOR HEALTH SCIENCE EDUCATION
3501 Southwest Davie Road
Davie, Florida 33314
(954) 201-6780

ACCREDITATION

Broward Community College is accredited by
The Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, GA 30033-4097;
Telephone Number (404) 679-4501)
to award Associate Degrees

MEMBER OF:

American Association of Community Colleges
American Association for Higher Education
American Council on Education
American Technical Education Association, Inc.
Association of Community College Trustees
Association of Governing Boards
College Consortium for International Studies
College Entrance Examination Board
Florida Association of Colleges and Universities
Florida Association of Community Colleges
National Association of Foreign Student Affairs
Southern Association of Colleges and Schools
Southern Association of Community and Junior Colleges

Broward Community College is an equal access/equal opportunity institution. Students with documented disabilities are assured participation in all college activities and services. Registrants seeking accommodations should contact the Campus Office of Disability Services at least two weeks prior to the first class session.

This information is available in alternative format upon request.

This document is prepared and presented as an informational guide only. Course offerings, fee schedules and other representations provided are not controlling and are subject to change, amendment, or deletion by the College as deemed appropriate. The information is taken from Board Policies and Procedures. These sources can be accessed at www.broward.edu.

NOTE: BCC APPLICATION ATTACHED TO INSIDE BACK COVER

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W E L C O M E T O B R O W A R D C O M M U N I T Y C O L L E G E



Message from the President

Thank you for your interest in Broward Community College.

Thirty-two years ago my desire for a higher education led me to start my personal journey at a community college. I have spent most of my career in community colleges because I have seen again and again how they give students the tools to succeed as they work to shape their destiny.

Whether you plan to go on to complete a four-year degree or to enter the workforce upon graduation, BCC is committed to providing you the support and opportunity to succeed. At BCC, outstanding professors teach in cutting-edge facilities and laboratories with state-of-the-art technology. Learning takes place in a personalized environment where the focus is on the student.

In nearly a half-century of serving more than one million students, the mission at BCC remains to provide an excellent higher education that is accessible and affordable. Whatever your experiences and background, I know you will feel at home at one of our campuses. At BCC you can take the first steps in achieving your personal and professional goals.

Larry Calderon
President

Academic Calendars

Term I (20051)

Term II (20052)

Term III (20053)

Weekend College

Flexible Learning

International Student Admission Deadlines

Final Examination Schedule

COLLEGE CALENDAR 2004-2005

TERM I (20051)

	Session I Aug 23-Dec 16	Session II Aug 23-Oct 17	Session III Sept 13-Dec 9	Session IV Oct 18-Dec 12
REGISTRATION AND ADVISEMENT				
1. Registration (Graduation Candidates)*	Jun 1-Aug 22	Jun 1-Aug 22	Jun 1-Sept 12	Jun 1-Oct 17
2. Registration: Continuing Students	Jun 2-Aug 22	Jun 2-Aug 22	Jun 2-Sept 12	Jun 2-Oct 17
3. Registration: New/Re-Entry Students	Jun 21-Aug 22	Jun 21-Aug 22	Jun 21-Sept 12	Jun 21-Oct 17
4. Registration: State Employees for Waiver	Aug 20	Aug 20	Sept 10	Oct 15
5. CLASSES BEGIN 8:00 AM	Aug 23	Aug 23	Sept 13	Oct 18
6. Weekend College Classes Begin**	Aug 27	Aug 27	Sept 17	Oct 22
7. Last Day For Drop and Last Day for 100% Refund***	Aug 27	Aug 25	Sept 15	Oct 20
8. Last Day to Drop for 100% Refund for Weekend College**	Aug 30	Aug 30	Sept 20	Oct 25
HOLIDAY (Labor Day)				
No classes day or evening	Sept 6	Sept 6		
HOLIDAY (Fall Holiday)				
No evening classes	Sept 15	Sept 15	Sept 15	
No classes day or evening	Sept 16	Sept 16	Sept 16	
MIDTERM	Oct 19	Sept 20	Oct 25	Nov 12
LAST DAY TO WITHDRAW FROM ANY CLASS	Oct 29	Sept 27	Nov 3	Nov 18
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Oct 29	Sept 27	Nov 3	Nov 18
HOLIDAY (Veterans Day)				
No classes day or evening	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving)				
No evening classes	Nov 24		Nov 24	Nov 24
No classes day or evening	Nov 25-28		Nov 25-28	Nov 25-28
LAST DAY OF CLASSES	Dec 16	Oct 17	Dec 9	Dec 12
FINAL EXAMINATIONS	Dec 10-16	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 17	Dec 17	Dec 17	Dec 17
GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	Dec 17	Oct 19	Dec 17	Dec 17

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2004 through January 2, 2005. Registration on the Web will be available except December 25, 2004 and January 1, 2005.

NOTE: SESSION 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 10-12, 2004.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Calendar 2004-2005

TERM II (20052)

	Session I Jan 6-May 5	Session II Jan 6-Mar 2	Session III Jan 24-Apr 24	Session IV Mar 3-May 1
REGISTRATION AND ADVISEMENT				
1. Pre-Registration (Graduation Candidates)*	Nov 1-Jan 5	Nov 1-Jan 5	Nov 1-Jan 23	Nov 1-Mar 2
2. Registration: Continuing Students	Nov 2-Jan 5	Nov 2-Jan 5	Nov 2-Jan 23	Nov 2-Mar 2
3. Registration: New/Re-Entry Students	Nov 23-Jan 5	Nov 23-Jan 5	Nov 23-Jan 23	Nov 23-Mar 2
4. Registration: State Employees for Waiver	Jan 5	Jan 5	Jan 21	Mar 2
5. CLASSES BEGIN 8:00 AM	Jan 6	Jan 6	Jan 24	Mar 3
6. Weekend College Classes Begin**	Jan 7	Jan 7	Jan 28	Mar 4
7. Last Day for Drop and Last Day for 100% Refund****	Jan 12	Jan 10	Jan 26	Mar 7
8. Last Day to Drop for 100% Refund for Weekend College**	Jan 13	Jan 13	Feb 3	Mar 9
HOLIDAY (Martin L. King, Jr. Birthday) No classes day or evening	Jan 17	Jan 17		
COLLEAGUE RECOGNITION DAY No classes day or evening	Feb 25	Feb 25	Feb 25	
MIDTERM	Mar 4	Feb 2	Mar 7	Apr 5
HOLIDAY (Spring Break)	Mar 14-Mar 20		Mar 14-Mar 20	
LAST DAY TO WITHDRAW FROM ANY CLASS	Mar 23	Feb 9	Mar 22	Apr 11
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Mar 23	Feb 9	Mar 22	Apr 11
LAST DAY OF CLASSES	May 5	Mar 2	Apr 24	May 1
FINAL EXAMINATIONS	Apr 29-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM	May 6	Mar 3	May 6	May 6

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2004 through January 2, 2005. Registration on the Web will be available except December 25, 2004 and January 1, 2005.

NOTE: SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on April 29-May 1, 2005.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Calendar 2004-2005

TERM III (20053)

	Session I May 11-Aug 9	Session II May 11-Jun 23	Session III Jun 27-Aug 9
REGISTRATION AND ADVISEMENT			
1. Pre-Registration (Graduation Candidates) *	Mar 7-May 10	Mar 7-May 10	Mar 15-Jun 24
2. Registration: Continuing Students	Mar 8-May 10	Mar 8-May 10	Mar 8-Jun 24
3. Registration: New and Re-Entry Students	Apr 4-May 10	Apr 4-May 10	Apr 4-Jun 24
4. Registration: State Employees for Waiver	May 10	May 10	Jun 24
5. CLASSES BEGIN 8:00 AM	May 11	May 11	Jun 27
6. Weekend College Classes Begin**	May 13	May 13	July 1
7. Last Day for Drop and Last Day for 100% Refund***	May 17	May 13	June 29
8. Last Day to Drop for 100% Refund for Weekend College**	May 19	May 19	July 7
HOLIDAY (Memorial Day) No classes day or evening			
	May 30	May 30	
MIDTERM			
	Jun 23	Jun 2	July 19
SUMMER HOLIDAY No classes day or evening			
	Jun 24-26		
LAST DAY TO WITHDRAW FROM ANY CLASS			
	July 6	Jun 8	July 25
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****			
	July 6	Jun 8	July 25
HOLIDAY (Independence Day) No classes day or evening			
	July 4		July 4
LAST DAY OF CLASSES			
	Aug 9	Jun 23	Aug 9
FINAL EXAMINATIONS			
	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY NOON			
	Aug 10	Jun 24	Aug 10

Alternate Friday classes are divided as follows:

Session 2

Monday and Wednesday classes will meet on May 20, June 3, and June 17, 2005.

Tuesday and Thursday classes will meet on May 13, May 27, and June 10, 2005.

Session 3

Monday and Wednesday classes will meet on July 1, July 15, and July 29, 2005.

Tuesday and Thursday classes will meet on July 9, July 23, and August 6, 2005.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

WEEKEND COLLEGE CALENDAR 2004-2005

TERM I

	Session I Aug 21-Dec 16	Session II Aug 23-Oct 17	Session III Sept 13-Dec 9	Session IV Oct 18-Dec 12
CLASSES START	Aug 27	Aug 27	Sept 17	Oct 22
Last Day to Drop with 100% Refund	Aug 30	Aug 30	Sept 20	Oct 25
HOLIDAY (Fall Holiday)	Sept 16	Sept 16	Sept 16	
Last Day to Withdraw from any Class Without Refund	Oct 29	Sept 27	Nov 3	Nov 18
Last Day to Change from Credit to Audit	Oct 29	Sept 27	Nov 3	Nov 18
HOLIDAY (Veteran's Day)	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving)	Nov 25-28		Nov 25-28	Nov 25-28
CLASSES END	Dec 16	Oct 17	Dec 9	Dec 12
FINAL GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	Dec 17	Oct 19	Dec 17	Dec 17

TERM II

	Session I Jan 6-May 5	Session II Jan 6-Mar 2	Session III Jan 24-Apr 22	Session IV Mar 3-Apr 29
CLASSES START	Jan 7	Jan 7	Jan 28	Mar 4
HOLIDAY (Martin L. King, Jr. birthday)	Jan 17	Jan 17		
No classes day or evening				
Colleague Recognition Day	Feb 25	Feb 25	Feb 25	
No classes day or evening				
Last Day to Drop With 100% Refund	Jan 13	Jan 13	Feb 3	Mar 9
HOLIDAY (Spring Break)	Mar 14-20		Mar 14-20	
Last Day to Withdraw from any Class Without Refund	Mar 23	Feb 9	Mar 22	Apr 11
Last Day to Change from Credit to Audit	Mar 23	Feb 9	Mar 22	Apr 11
CLASSES END	May 5	Feb 27	Apr 24	May 1
FINAL GRADES DUE IN THE CAMPUS	May 6	Mar 3	May 6	May 6
REGISTRATION OFFICE BY 3:00 PM				

TERM III

	Session I May 11-Aug 9	Session II May 11-Jun 23	Session III Jun 27-Aug 9
CLASSES START	May 13	May 13	July 1
Last Day to Drop With 100% Refund	May 19	May 19	July 7
HOLIDAY (Memorial Day)			
No classes day or evening	May 30	May 30	
Last Day to Withdraw From Any Class Without Refund	July 6	Jun 8	July 25
Last Day to Change from Credit to Audit	July 6	Jun 8	July 25
HOLIDAY (Independence Day)			
No classes day or evening	July 4		July 4
CLASSES END	Aug 9	Jun 23	Aug 9
FINAL GRADES DUE IN THE CAMPUS			
REGISTRATION OFFICE BY NOON	Aug 10	Jun 24	Aug 10

NOTE: For Registration dates, see College Calendar on preceding pages.

FLEXIBLE LEARNING CALENDAR 2004-2005

(Fully On-Line, Blended E-Learning, and Video Courses)

CLASSES START

Flexible Learning courses may begin at different times during the semester and may or may not require on-campus meetings. Check course notes in the College course schedule for meeting dates and additional course information.

REGISTRATION

Students may continue to register for Flexible Learning sections up through the 1st class meeting if there are still vacancies. If the Flexible Learning course has no required meeting dates students may register through the first day of on-campus courses.

LAST DAY TO WITHDRAW WITH 100% REFUND

Flexible Learning students may receive a 100% refund within five business days following their first class meeting. If the course has no scheduled meetings, students may receive a 100% refund through the refund date listed in the catalog for on-campus courses.

LAST DAY TO WITHDRAW WITHOUT REFUND OR TO CHANGE FROM CREDIT TO AUDIT

Term I	Term II	Term III
Oct 29, 2004	March 23, 2005	July 6, 2005

CLASSES END

Flexible Learning Courses have different ending dates. Check the College course schedule and/or course web site for details.

FINAL GRADES DUE IN THE CAMPUS REGISTRATION OFFICE

Term I	Term II	Term III
Dec 17, 2004	May 6, 2005	Aug 10, 2005

See the Flexible Learning Section in this Catalog for more information, or call the Flexible Learning Office at (954) 201-6564 for further details.

INTERNATIONAL STUDENT'S ADMISSION DEADLINES*

2004-2005

TERM I

	Session I Aug 23-Dec 16	Session II Aug 23-Oct 17	Session III Oct 18-Dec 12
Last day for all admission documents to be received	May 27, 2004	First time admission for International Students will not be allowed for Session II or for Session III	

TERM II

	Session I Jan 6-May 5	Session II Jan 6-Mar. 2	Session III Jan 24-Apr 24
Last day for all admission documents to be received	Sept 2, 2004	First time admission for International Students will not be allowed for Session II or for Session III	

Term III

	Session I May 11-Aug 9	Session II May 11-Jun 23	Session III Jun 27-Aug 9
Last day for all admission documents to be received	Feb 24, 2005	First time International Students must register for both Session II and Session III	

*The College Registrar or the Vice President for Student Affairs must approve any exceptions to the above schedules.

BROWARD COMMUNITY COLLEGE 2004-2005 FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM I

All examinations will be held in regular classrooms unless students are notified to the contrary by the professor. Examinations may have room conflicts. Please consult with the professor.

FRIDAY, DECEMBER 10, 2004

8:00 am-10:00 am for classes meeting on Monday at 8:00 am
10:10 am-12:10 pm for classes meeting on Monday at 10:00 am
12:20 pm-2:20 pm for classes meeting on Monday at 12:00 noon
2:30 pm-4:30 pm for classes meeting on Monday at 2:00 pm

MONDAY, DECEMBER 13, 2004

8:00 am-10:00 am for classes meeting on Monday at 9:00 am
10:10 am-12:10 pm for classes meeting on Monday at 11:00 am
12:20 pm-2:20 pm for classes meeting on Monday at 1:00 pm
2:30 pm-4:30 pm for classes meeting on Monday at 3:00 pm

TUESDAY, DECEMBER 14, 2004

8:00 am-10:00 am for classes meeting on Tuesday at 8:00 am
10:10 am-12:10 pm for classes meeting on Tuesday at 11:00 am
12:20 pm-2:20 pm for classes meeting on Tuesday at 12:30 pm
2:30 pm-4:30 pm for classes meeting on Tuesday at 3:30 pm

WEDNESDAY, DECEMBER 15, 2004

9:00 am-11:00 am for classes meeting on T & R at 10:00 am
11:15 am-1:15 pm for classes meeting on T & R at 12:00 noon
1:30 pm-3:30 pm for classes meeting on T & R at 1:00 pm
4:00 pm-6:00 pm for classes meeting on T & R at 4:00 pm

THURSDAY, DECEMBER 16, 2004

8:00 am-10:00 am for classes meeting on Tuesday at 9:00 am
10:10 am-12:10 pm for classes meeting on Tuesday at 9:30 am
12:20 pm-2:20 pm for classes meeting on Tuesday at 2:00 pm
2:30 pm-4:30 pm for classes meeting on Tuesday at 3:00 pm

- For Sessions 2, 3, & 4, 2004-2005, the last class meeting is for final examinations.
- Evening classes starting 5 p.m. or later will hold their examinations during finals week at the regular class hour.
- Weekend classes will hold their examinations during finals week at the regular class hour.
- Any classes not covered by the above schedule will have their examination time designated by the professor.

BROWARD COMMUNITY COLLEGE

2004-2005

FINAL EXAMINATION SCHEDULE

FOR CLASSES IN TERM II

All examinations will be held in regular classrooms unless students are notified to the contrary by the professor. Examinations may have room conflicts. Please consult with the professor.

THURSDAY, APRIL 28, 2005

Thursday evening classes starting 5 pm or later will hold final exams on this date.

Thursday day classes will meet on this date.

FRIDAY, APRIL 29, 2005

8:00 am-10:00 am for classes meeting on Monday at 8:00 am

10:10 am-12:10 pm for classes meeting on Monday at 10:00 am

12:20 pm-2:20 pm for classes meeting on Monday at 12:00 noon

2:30 pm-4:30 pm for classes meeting on Monday at 2:00 pm

MONDAY, MAY 2, 2005

8:00 am-10:00 am for classes meeting on Monday at 9:00 am

10:10 am-12:10 pm for classes meeting on Monday at 11:00 am

12:20 pm-2:20 pm for classes meeting on Monday at 1:00 pm

2:30 pm-4:30 pm for classes meeting on Monday at 3:00 pm

TUESDAY, MAY 3, 2005

8:00 am-10:00 am for classes meeting on Tuesday at 8:00 am

10:10 am-12:10 pm for classes meeting on Tuesday at 11:00 am

12:20 pm-2:20 pm for classes meeting on Tuesday at 12:30 pm

2:30 pm-4:30 pm for classes meeting on Tuesday at 3:30 pm

WEDNESDAY, MAY 4, 2005

9:00 am-11:00 am for classes meeting on T & R at 10:00 am

11:15 am-1:15 pm for classes meeting on T & R at 12:00 noon

1:30 pm-3:30 pm for classes meeting on T & R at 1:00 pm

4:00 pm-6:00 pm for classes meeting on T & R at 4:00 pm

THURSDAY, MAY 5, 2005

8:00 am-10:00 am for classes meeting on Tuesday at 9:00 am

10:10 am-12:10 pm for classes meeting on Tuesday at 9:30 am

12:20 pm-2:20 pm for classes meeting on Tuesday at 2:00 pm

2:30 pm-4:30 pm for classes meeting on Tuesday at 3:00 pm

- For Sessions 2, 3, & 4, 2004-2005, the last class meeting is for final examinations.
- Evening classes starting 5 p.m. or later will hold their examinations during finals week at the regular class hour.
Thursday evening finals will be held on April 28, 2005 in Term II, Session I.
- Weekend classes will hold their examinations during finals week at the regular class hour.
- Any classes not covered by the above schedule will have their examination time designated by the professor.



Facts About Broward Community College

Institutional Mission and Philosophy

Campuses and Centers

History of the College

District Board of Trustees

Facts About Broward Community College

Institutional Mission and Philosophy

Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.

Philosophy

As an institution committed to the ideal of the worth and dignity of the individual, Broward Community College recognizes the religious, racial, and cultural diversity of its students and staff and endeavors to provide equal educational opportunity for all students. Furthermore, the College fosters the value of lifelong learning as it strives through teaching excellence to enable students to appreciate knowledge and to acquire an education that will assist them in assuming positive roles in a changing society. Believing that educated people should be guided in their behavior by decency and civility, the College values honesty, integrity, and social responsibility among both its staff and its students. Furthermore, it aspires to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives. In addition, the College embraces a commitment to American democratic values and culture, the principles of responsible citizenship, life enrichment, and self-awareness.

Beliefs

- That all individuals, regardless of race, creed, or national origin, are able to learn and should be given the opportunity to succeed in their endeavors.
 - That all segments of the community can benefit from lifelong learning.
 - That all individuals should be treated with respect and dignity.
 - That all individuals should have the opportunity to access affordable educational opportunities.
 - That many educational experiences can take place anywhere and anytime through a variety of delivery systems.
 - That the college is a resource for cultural awareness opportunities and community service.
 - In providing the opportunity for students, faculty, staff, and administrators to develop and realize their personal goals through education.
 - In promoting the highest expectations for students, faculty, staff, and administrators, and maintaining high academic standards.
 - In preparing students to function successfully in a diverse, multicultural, and global environment.
- In supporting, promoting, and participating in the economic development of the community.
 - In providing a safe and secure learning and working environment.
 - In preparing for a sustainable future and embracing change that benefits the college mission.
 - In the effective and fair use of all college resources.
 - In preparing students to work effectively in an increasingly technological society.

Purpose

As it fulfills its mission, the College is committed to responding to the cultural diversity of Broward County as the area expands. In support of its open-door policy, the College provides a variety of delivery systems and instructional modes to enable students to prepare for the future in accordance with their own individual abilities, needs, and interests. The College is also committed to providing special academic support services to students with disabilities. In its role as an institution of higher education and in its efforts to be a premiere teaching institution, Broward Community College is dedicated to fulfilling the following major functions.

1. To serve as an entry-point for Baccalaureate degree programs by providing the first two years of a four-year curriculum through a program of general education that includes communications, humanities, social and behavioral sciences, science, mathematics, wellness, computer competency, and international/intercultural awareness.
2. To prepare individuals for employment through a variety of specific programs in the general areas of business, management, and office systems; the health sciences; the engineering, construction, and mechanical technologies; computer technology; human and public services; natural and environmental resources; and aviation.
3. To provide economic development and continuing education that meets the needs of business, industry, the professions, and government. To enhance workforce development opportunities for individuals seeking to upgrade their skills to maintain employment, advance within their current field, change careers, or enrich their lives through lifelong learning programs.
4. To provide college-preparatory instruction for those students who need to enhance their basic academic skills prior to attempting college-level work, and to guide students whose first language is not English to the mastery of communication skills.
5. To serve as a cultural center for Broward County by providing a wide variety of quality visual and performing arts programs and activities that educate, entertain, enrich lives, and elevate the human spirit.
6. To provide international and intercultural educational experiences to help students develop perspectives that will enable them to function effectively in a multicultural environment and in an

interdependent world. To pursue linkages with educational institutions and agencies in other countries in order to provide for an academic interchange and promote the improvement of higher education on a global scale.

The College

Broward Community College provides higher education and technical and occupational training for the citizens of Broward County, its district by law. As the first public higher education institution in the county, Broward Community College functions as the principal provider of undergraduate higher education for the residents of Broward County. As one of the twenty-eight community colleges in the Florida system, Broward Community College is designed to be a community-based institution that offers a comprehensive range of programs responsive to changes in the community and in technology. Where appropriate, these programs are articulated with the public school system, area vocational schools, and upper-level institutions to insure that students can move smoothly from one system to another.

Through this wide variety of degree and certificate programs and continuing education courses, the College attracts a great diversity of students, including individuals planning to complete a bachelor's degree program, people seeking to acquire job-entry skills, employees desiring to upgrade skills for promotion or career change, and individuals seeking education for their personal enrichment. From high school students who enroll in a course to accelerate their college education, to retirees who return to education after decades devoted to other pursuits, a multitude of age groups is represented at Broward Community College. These culturally diverse students span the learning spectrum from developmental to gifted. The College's programs and services are designed to serve the community by meeting the higher education needs of all these individuals.

Serving as the principal entry-level institution for higher education in its district, the College is also: a source of cultural enrichment; a resource for community development, business, and industry; and an avenue for continued skill upgrading enhancement and retraining. As a public comprehensive community college, the College serves well its role as a significant segment of America's higher education effort.

The College District Board of Trustees, the legal governing body for the operation of the College, serves as a corporate body with all powers necessary and proper for governance and operation. Trustees are appointed by the Governor, approved by the State Board of Education, and confirmed by the Florida State Senate. The College operates under statutory authority and rules of the Florida Board of Education. The Division of Community Colleges, which is subject to the overall supervision of the Florida Board of Education, is responsible for statewide leadership in overseeing and coordinating the individually governed public community colleges. State appropriations and student fees provide operational funding for College programs. Construction and building maintenance funds are provided through

statewide capital outlay bonds, not through local property taxes.

The Campuses and Centers

A. Hugh Adams Central Campus

The A. Hugh Adams Central Campus is located west of the Florida Turnpike and south of Interstate 595 on Southwest Davie Road in Davie. Central Campus is situated on 150 acres in a traditional style college setting equipped with an aquatic complex and sports facilities. The campus has thirty-three buildings including the Buehler Planetarium and Observatory, the Ralph R. Bailey Concert Hall, the Institute of Public Safety, and the new Student Affairs Center. In addition, the A. Hugh Adams Central Campus offers students the University/College Library, a research facility jointly funded by Broward Community College and Florida Atlantic University. The A. Hugh Adams Central Campus hosts two educational partners on site: Florida Atlantic University, Davie Campus; and the College Academy @ BCC, a high school associated with Broward County Schools.

North Campus

North Campus, which is adjacent to the Florida Turnpike at Exit 67 and south of Coconut Creek Parkway in Coconut Creek, covers approximately 113 acres. North Campus has thirteen buildings that include the multipurpose OMNI and the Broward Community College/North Regional Library. The newest facility is the 65,000 square foot Student Service Building, which opened in the fall of 2000.

Judson A. Samuels South Campus

Located just west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, the Judson A. Samuels South Campus offers a full spectrum of college credit, community education, and technical education classes. The Campus' eleven buildings, with a new Childcare Center and the new BCC and Broward County South Regional Library to be erected, sit on 103 acres. The Campus also operates two partnership satellite centers: the Pines Center in the Academic Village at 16957 Sheridan Street and the Weston Center at Cypress Bay High School, 18600 Vista Park Blvd. in Weston.

The Judson A. Samuels South Campus is home of the Aviation Institute, the Corporate Automotive Technology Program, and the joint-use Broward Community College/Broward County South Regional Library. The Aviation Institute, located adjacent to North Perry Airport, offers seven FAA approved curriculums and four degree programs and prepares students for FAA certification and employment in the aviation industry. The Corporate Automotive Technology Program features five manufacturer-sponsored programs. The South Campus Art Gallery features a program of exhibits by celebrated artists from all over the world. Many campus buildings are distinguished by permanent displays of paintings and sculptures by international artists.

Pines Center

The Pines Center is located approximately two miles west of I-75 on Sheridan Street in the Pembroke Pines Academic Village. The Pines Center is part of a 77-acre Jeffersonian-inspired educational complex that includes the Southwest Broward Regional Library and the Pembroke Pines Charter High School, as well as an athletic/aquatic complex and a wetlands nature reserve. The Pines Center, which opened in fall, 2000, represents Broward Community College's first permanent presence in the southwestern portion of the county. The Pines Center serves the citizens of this region by offering a wide spectrum of credit and non-credit offerings designed to prepare them for numerous educational and career opportunities.

Willis Holcombe Downtown Center

The Willis Holcombe Downtown Center is located in the heart of urban Ft. Lauderdale. It is the BCC partner of the Higher Education Complex on East Las Olas Boulevard. The Willis Holcombe Downtown Center houses the College's District Offices as well as over 210,000 square feet of high tech classroom space consisting of wired classrooms, science and technology labs, and a full array of student services. The Willis Holcombe Center is surrounded by a rich array of cultural and municipal resources, including the Broward County Main Library, the Broward Center for the Performing Arts, the Museum of Discovery and Science, the Ft. Lauderdale Museum of Art, and the Riverwalk complex of shops and restaurants.

Institute for Economic Development

The Institute for Economic Development is located at 1515 West Commercial Blvd., one-half mile west of I-95 and three miles east of the Florida Turnpike, adjacent to the Fort Lauderdale Executive Airport. The Institute offers a variety of continuing education courses, corporate training services, customized workforce development resources, and support groups and training for women transitioning into the workforce.

History of the College

In 1959, the Florida Legislature authorized creation of the Junior College of Broward County and members of the community began work on making the college a reality. An influential group of Broward supporters lobbied Washington to provide land at the former Forman Field in Davie, a training site for World War II Naval aviators. A local advisory board was assembled in October 1959 and guided by the State Board of Educational Regulations, began developing programs and hiring staff. The college's first president, Dr. Joe B. Rushing, vice president for administration at Howard Payne College in Brownwood, Texas, was appointed March 17, 1960. He reported for work on April 7.

The following autumn, the Junior College of Broward County opened its doors to its first class – 701 students – in buildings that were formerly part of Naval Air Station Junior High on the western portion of the Fort Lauderdale-Hollywood International Airport property. Dr. John Allen, president of the University of South Florida, addressed the college's first graduating class –73 students—at War Memorial Auditorium on June 10,

1962. Among its members was Parris Nelson Glendening, who went on to serve two terms as Maryland's 59th governor. The Junior College of Broward County's first permanent building was completed in Davie at the former Forman Field site in August 1963 and the college officially moved to the Central Campus.

Dr. Rushing resigned in 1965 and was succeeded by Dr. Myron Blee, director of the Office for Emergency Planning in Washington, D.C.

Dr. Blee was in turn succeeded by Dr. A. Hugh Adams, who assumed his duties as president on April 15, 1968.

Florida's junior colleges originally were governed by its Boards of Public Instruction, who also governed elementary and secondary instruction in each county. In 1968, the same year the JCBC changed its name to Broward Junior College, the Florida Legislature removed the junior colleges from the county school boards' purview and turned the colleges' advisory boards into district boards of trustees.

In September 1970, the District Board of Trustees changed the college's name to Broward Community College, a change that better reflected the comprehensive nature of the college's programs and its crucial role in the community. Also in 1970, the South Campus got its start in temporary headquarters adjacent to Memorial Hospital in Hollywood, North Campus, in Coconut Creek, was dedicated in 1972.

Dr. Adams served as president for 19 years. After he announced his intention to retire on December 31, 1986, the District Board of Trustees renamed the Central Campus the A. Hugh Adams Central Campus in his honor.

Named to succeed Dr. Adams was Dr. Willis Holcombe, executive vice-president at Brevard Community College, and a protégé of Dr. James Wattenbarger, the architect of the state community college system. Dr. Holcombe had gone to Brevard from Broward, where he had served as a professor, executive assistant to President Adams, Central Campus academic dean, and then Central Campus provost. Dr. Holcombe served as president for 17 years, from 1987 to 2004. He initiated efforts that led to significant growth in enrollment, facility and program expansion. Dr. Holcombe also was instrumental in creating a variety of innovative partnerships to benefit the college, its students and the community at large.

Dr. Holcombe retired in January 2004. Succeeding him as the college's fifth president is Dr. Larry Anthony Calderon, an expert in strategic planning who served as president of California's Ventura College for the nine years preceding his appointment to BCC.

Beginning with a small university-parallel program, Broward Community College has expanded to serve the area's needs by expanding its curricula to include a wide variety of technical and healthcare programs which, in turn, help assure the viability of Broward County.

Equal Opportunity Policy

Broward Community College, as an institution of higher learning, is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement, as well as participation in programs and activities, are guaranteed consonant with appropriate laws without regard to race, color, age, national origin, religion, gender, marital status, disability, veteran status, sexual orientation or any other such factor.

All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement this policy through appropriate personnel and by use of effective procedures.

The Vice President for Financial and Human Resources shall monitor College salary schedules and recommend to the President changes necessary to ensure no discrimination on the basis of race, color, age, national origin, religion, gender, marital status, disability or sexual orientation in the granting of salaries to employees.

The Equity Coordinator is designated to coordinate compliance with civil rights protections. The Equity Coordinator for Broward Community College is the Director of Employee Relations and Affirmative Action. *Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Dr. Edward M. Henn at (954) 201-7405, ehenn@broward.edu, 225 E. Las Olas Blvd. Room 607, Fort Lauderdale, FL 33301.*

BOARD OF TRUSTEES

The Broward Community College District Board of Trustees brings together five community leaders with diverse backgrounds who provide dedicated leadership to the College and its activities. The Governor of the State of Florida appoints this group of outstanding local citizens. As the governing board of the College, they are the stewards of BCC's commitment to excellence, while they guide the College and implement the goals enumerated in their mission statement. Their desire to provide students with the academic skills needed to transfer to four-year colleges and universities, to enhance skills to be competitive in the rapidly changing job market, and to offer opportunities for continuing education, personal growth and enrichment is a challenge they approach with enthusiasm. As a team, these dynamic community leaders are fully engaged in providing a future that offers increased higher education opportunities for Broward County residents.



Cheryl Krause, Chair
Pembroke Pines

Lourdes L. Garrido
Miramar

Levi G. Williams
Oakland Park

Georgette Sosa Douglass
Fort Lauderdale

Paul Tanner, Vice Chair
Fort Lauderdale

Admissions Procedures

Admissions Procedures

Admissions Categories

Admissions Chart

Admissions Procedures

Broward Community College gives all students the opportunity to pursue an education beyond high school. Admission to the College is guaranteed to high school graduates with a standard high school diploma, GED recipients, and home education graduates who complete the requirements and procedures outlined for admission. Students without a standard high school diploma may be admitted to specific vocational certificate programs. See page 102.

How to Apply

To gain admission to BCC all students must complete the following steps.

1. Request that your official high school and/or college/university transcript(s) from all institutions you have attended be sent to:

Associate Vice President
College Registrar's Office
Broward Community College
225 E. Las Olas Boulevard
Ft. Lauderdale, FL 33301

2. Pay the one-time, non-refundable application fee of \$35.00 (for U.S. citizens and permanent resident aliens) or \$75.00 (for International Students). This is a processing fee and will not be refunded if the student does not enroll. The application fee is payable through any of the following methods.

- Online at www.broward.edu.
- By mail with a check or money order attached to the application (see address below). Checks or money orders for payment of the application fee must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed.
- In-person at the Cashier's Office on any campus or center.

Broward Community College
Willis Holcombe Center
Cashier's Office, Bldg. 33, Room 108
225 E. Las Olas Boulevard
Fort Lauderdale, FL 33301

3. Submit a completed admissions application form, including residency affidavit, to the admissions office at any campus or center, or apply online at www.FACTS.org. Applications can be obtained from any Campus Admissions Office, the BCC website (www.broward.edu), or the last pages of this Catalog. You may also apply online, www.FACTS.org.

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All transcripts need to be received no later than thirty

days after the start of the initial term of enrollment. See page 66 for additional information.

4. Complete a financial aid application. To be considered for grants, scholarships, loans or work/study, you must file a financial aid application. You do not need to be admitted to the College to apply for financial aid. Applications are available at www.broward.edu. Remember to use our school code, 001500.

NOTE: if you are a transfer student, your transcripts from all other institutions attended must be received and evaluated by BCC before your financial aid can be awarded.

5. Complete any required skills assessment. Provide approved test scores for placement purposes or take appropriate placement test offered by the College. (See admission categories, below, for specific requirements.)
6. Complete the mandatory New Student Orientation that is required of all first-time in-college students. Students may choose to attend an on-campus session or complete the cyber orientation at www.broward.edu.
7. See an Academic Advisor. Newly admitted students are required to meet with an Academic Advisor to develop an educational plan that will guide them through their college career, indicating which courses to take and when to take them.
8. Register for classes. Students register for classes each semester based on their assigned appointment times. The registration dates are listed in Catalog calendars and the class schedule. For information on how to register see page 43.
9. Pay fees with cash, check, money order, or bank credit/debit card by scheduled due date. Tuition and fees can be paid through any of the following methods.
 - In-person, at the Cashier's Office on any campus or center.
 - By mail with a check or money order (see address, above).
 - Online at: www.broward.edu.
10. Obtain a BCC identification card and set up an email account. All students who are pursuing a degree, certificate or diploma must obtain and carry a BCC photo identification card. This I.D. card may be obtained in the Student Life area on each campus/center. It is used for identification, for verification of BCC status, for using College services such as libraries and Learning Resource Centers, and for gaining access to other BCC facilities.

All students should set up a BCC student email account. This free service allows students to send and receive email messages and schedule appointments. Much of the communication with faculty, staff and administrators is done with electronic communications. Email accounts can be set up at www.broward.edu, by clicking on email accounts.

Acceptance of Applicants

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter from the admissions office. Provisional admission status may be granted if all transcripts have not been received; however all such documents must be received no later than thirty days after the start of the initial term or the applicant may not register for future terms.

The College reserves the right to require a physical, psychological, and/or psychiatric examination from an applicant, if it seems to be in the best interest of the student and the College. Expenses for such an examination or assessment are the responsibility of the applicant.

Students presenting falsified information may be suspended and credit for payments made forfeited.

Admissions Categories

To meet the needs of BCC's diverse population, the College has admission categories that address students' goals and their educational backgrounds.

Degree Seeking Students

Students who intend to complete an associate degree (A.A., A.S., or A.A.S.), must have a standard high school diploma or GED, or must be home education graduates who complete requirements in accordance with Florida Statutes. To be admitted, degree seeking students must submit official transcripts from high school and all colleges attended, within 30 days of the start of their first term. The applicant is responsible for verifying that BCC has received transcripts. Transcripts must be received in order to insure future registration.

Applicants must also provide placement information, as follows.

First-time-in-college students must present placement test scores (See Placement Testing, page 42).

Transfer students must present placement test scores, complete placement testing or submit transferable credits in English and Mathematics courses that satisfy the General Education requirements.

Degree Holding Students must present an official transcript from the regionally-accredited institution from which the degree was awarded. Transcripts from out-of-country universities must be commercially translated and evaluated before being submitted. Contact campus registration offices for more information.

Certificate/Applied Technology Diploma Students

Requirements for students who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. Some programs do not require a high school diploma. For a listing of the specific requirements for certificate and applied technology programs, refer to page 99 Program Admission Requirements. Documents that may be required include:

- high school diploma or GED

- transcripts from all colleges/vocational centers previously attended, and
- placement test scores (TABE or CPT)

See page 25 for additional information.

Non-Degree/Non-Certificate-Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, and who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students. Non-degree seeking students:

- are not required to submit placement test scores;
- are required to adhere to pre-requisites, which may create a need for assessment or transcripts;
- may register for no more than 12 semester hours without declaring intent toward a major and completing the full admission process, including assessment, transcripts, etc;
- are not eligible for financial aid.

Returning Students

Returning students who have not attended BCC for two or more major semesters (does not include summer term) must submit a Re-Entry Application to update personal information, re-certify Florida residency and to verify educational goals. If the returning student requests a change from non-resident status, a petition for reclassification must be filed with the College Registrar. If the student has attended another institution in the interim period, an official transcript must be submitted from that college or university with the Re-Entry Application. The applicant must be in good academic standing at the last college attended at the time of re-entry. There is no fee for the Re-Entry Application.

Transfer Students

Transfer students are students who have previously attended another college or university and wish to continue their education at BCC. Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, 225 East Las Olas Blvd., Fort Lauderdale, Florida 33301, within 30 days of the start of the first term of enrollment.

Transfer students should also observe the following requirements.

- Transferring students who have fewer than 24 credits at the college level must have official transcripts from their high school sent to BCC.
- Transferring students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor before submitting an application for admission.
- Transferring students who have attended a college/university outside the United States are required to provide a commercial translation and evaluation of all coursework completed. Requested documents must be presented within 30 days to register for future terms.

Transient Students

Transient students are students who are currently enrolled at another institution and have permission from

that institution to take one or more classes at Broward Community College. These students do not intend to transfer to, or seek a degree or certificate at BCC. These students are required to present the following.

- A completed BCC application and non-refundable application fee.
- A letter from the home institution indicating that the student is in good academic standing and stating specific courses the student is being granted permission to take.

Transient students should note that some BCC courses may have pre-requisites or co-requisites, including labs. Transient students accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre-and co-requisites provide.

Transient students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at BCC.

High School Students

Broward Community College offers three Accelerated Learning Opportunities that enable qualified high school students to take courses while earning a diploma. These programs include Early Admission, Dual Enrollment, and Credit in Escrow. See Accelerated Learning Opportunities on page 36 for additional information.

Health Science Students

All applicants seeking admission to programs in Health Sciences must complete the Health Science admission process in addition to completing the BCC admission procedure. This includes completion of a Health Science application, paying an additional non-refundable Health Science admission fee, and meeting pre-requisite course requirements.

Continuing Education Students

Admission and registration for Continuing Education and community service non-credit courses is specified in the non-credit course schedule. A special application is required and is published in the Continuing Education term schedule.

International Students (F-1 student visa status)

Broward Community College embraces a diverse, multicultural atmosphere, welcoming students from all over the world. Students must contact the Admissions Office three to six months in advance to obtain an International Student Admissions Packet. The packet contains the required information for admission to BCC and should be submitted by the deadline shown in the packet. See page 28 for additional international admission information.

Admissions Procedure Chart

	Application	International Student Application	Non-credit Application	Application fee	re-entry application	Health Science Application & fee	Early Admission Form	High School Transcript/GED	Official College Transcript	CPT, ACT, or SAT	TOFEL Scores	TABE	Health Insurance	Certificate of Financial ability	Transient letter & unofficial Transcript	School recommendation letter
Degree Seeking Students	X			X				X		X						
College Credit (technical) Certificate Students	X			X				X		X						
Applied Technology Diploma Students	X			X				X		X		X				
Vocational Certificate Students	X			X				X				X				
Non-Degree Students	X			X				X								
Returning Students					X											
Transfer Students	X			X					X ¹							
Transient Students	X			X										X		
Early Admission High School Students	X									X						X
Dual Enrollment High School Student	X									X						X
Credit in Escrow High School Student	X			X						X						X
Health Science Students	X			X		X										
Continuing Education Students			X													
International Students		X		X				X ²	X	X	X		X	X		

Admission Procedure

X¹-If the transfer student has less than 24 credits then the student must also submit a high school transcript.

X²-Students from out-of-country schools need to submit diplomas or test scores.



International Student Admissions and Additional Information

Admissions Requirements

Other Requirements

International Student Admissions

International Students

(F-1 Student Visa Status)

Broward Community College embraces a multicultural, diverse student environment, and encourages applications from students all over the world. International applicants should contact the International Admissions Coordinator at (954) 201-7468 three to six months in advance of the semester they hope to begin studies at BCC to obtain an international student admission packet. The packet contains general information and the specific requirements for admission to BCC. Deadline dates are included in the packet.

Admission Requirements

The following documents are required for admission to BCC.

1. A completed International Student Application, along with a non-refundable \$75.00 application fee.
2. A copy of a high school diploma or its equivalent: GED or four academic passes in GCE, CXC, BGCSE or HKCE exams in General Proficiency. Secondary school diplomas do not have to be translated to English with the exception of Hebrew, Arabic or Asian. All applicants must have the equivalent of a United States high school diploma.
3. If you have attended a university outside the U.S., please attach a copy of the original documents in the language of your country, along with an official translation from a certified translation company. University transcripts must have a cumulative GPA of 2.0 or its equivalent. Within 30 days of admission, a course by course commercial evaluation is required of all university work completed.
4. Official transcripts from all U.S. colleges/universities attended. If an applicant is transferring from a U.S. university, a minimum overall GPA of 2.0 is required. Transfer students are required to submit a copy of the form I-20 from the last institution attended along with verification of full time status.
5. Evidence of English proficiency if English is an applicant's second language. All applicants must provide a copy of the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 (written) or 173 (computerized) is required for admission to BCC. Students who are in the United States may take the BCC-ESL placement test along with a writing sample. Testing will be done only after the application is submitted and the application fee is paid.
6. A statement of financial support. All international applicants must show that they have sufficient funds to cover the "total cost of education" (tuition, fees, books, living expenses, transportation, and incidental expenses). Currently, the total cost of education is \$18,000 in U. S. dollars. Proof of the availability of \$18,000

per full calendar year for all expenses is mandatory.

7. AFTER ADMISSION applicants must show proof of health insurance.

After Meeting Admission Requirements

Within two to six weeks, the International Office will provide the following:

1. an acceptance letter with the I-20 eligibility form;
2. an acceptance letter indicating the student must contact the International Admissions Office regarding his/her visa status;
3. a letter requesting additional information, indicating which items are missing; or
4. a letter of denial, indicating the reason for the denial.

International students are requested to travel to BCC at least one month before classes begin. This will enable the students to complete the on-campus advisement and registration process. International Students are requested to report directly to the International Student Advisor/Counselor on the campus the student plans to attend for placement testing, advisement, and registration. Placement testing scores will determine if the student must enroll in developmental courses in Math, Reading or English. These courses carry credit, but do not apply toward a degree.

Other Requirements

International students must make satisfactory progress toward their degree objective each term to comply with immigration/legal requirements. This includes the following.

- Successfully completing at least 12 semester hours during the Fall and Winter terms.
- Successfully completing a minimum of 24 semester hours in one academic year.
- Maintaining an overall 2.0 grade point average.
- Maintaining lawful F-1 visa status with the Immigration and Naturalization Service. Students may not enroll beyond the expiration date of their I-20 form.
- Compliance with all BCC rules and regulations.

Students who do not meet the above regulations will not be permitted to register for subsequent terms.

Florida Residency

Students in F-1 status may NOT be deemed Florida residents for tuition purposes. They are considered temporary residents of the U.S.

Federal Income Tax

International Students must file an income tax return each year. Form 8843 is required if the student has not worked, and forms 8843 and 1040NREZ are required if the student has worked. International

students should contact the local Internal Revenue Office for further information.

Employment

In most instances, international students are not permitted to work off campus. On-campus employment is permitted. Please contact the International Student Advisor for additional information on employment.

Housing

BCC does not provide, supervise, or recommend student housing.

Financial Assistance

BCC does not provide financial assistance to international students.





Center for Health Science Programs and Policies

Center for Health Science Education Programs

Center for Health Science Admission Requirements

Center for Health Science Program Policies

Center for Health Science Programs and Policies

Center for Health Science Education

The Center for Health Science Education has two major academic divisions: Programs for Initial Professional Preparation and Programs for Post-Professional Development. Programs that prepare students for initial professional preparation into specific health professions include: Cardiovascular Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography (Ultrasound), Emergency Medical Technician, Health Information Management, Health Services Management, Massage Therapy, Medical Assisting, Nuclear Medicine, Nursing RN Program, Paramedic, Physical Therapist Assistant Technology, Radiation Therapy Technology, Radiography (X-ray), Respiratory Care, and Vision Care Technology Programs.

Programs for post-professional development are for credentialed health professionals whose goals are to increase their knowledge and skills in various health-related topics and courses. The Health Science Continuing Education and Workforce Development Department offer all courses/programs. The Department also offers Advanced Technical Certificates in the following areas: Basic Perioperative Nursing, Coronary Care Nursing, Critical Care Nursing, Graduate Nurse Intern, Home Health Nursing, Manual Techniques, Multi-skilled Healthcare Professional, and Vascular Sonography.

Center for Health Science Admission Requirements

To apply for admission into a Health Science Program, students must do the following.

1. Complete the admission requirements to the College (see page 22).
2. Complete all college preparatory requirements if seeking a Health Science degree and the pre-requisite requirements for the specific Health Science program they wish to enter. Health Science Admissions Applications for each of the programs detail the specific pre-requisite requirements. Science courses completed more than 10 years ago must be evaluated to determine if the courses will need to be repeated. Students should seek approval from the appropriate department head.
3. Complete a Health Science Admissions Application for the desired Health Science program(s). A separate application must be made for each program. Applications may be obtained by calling (954) 201-6780 or may be submitted on line at www.broward.edu. Each application must be accompanied by a \$20.00, non-refundable Health Science application fee. Checks are to be made payable to Broward Community College.
4. Submit copies of transcripts for all previous college work (including Broward Community College) with the Health Science application to the Health Science

Admissions Department, 3501 SW Davie Rd, Davie, Florida, 33314. Students should see an Academic Advisor to determine transferability of credits and additional coursework needed. Degree audits will not be accepted in place of transcripts.

5. Have a minimum degree grade point average of 2.0 or higher unless waived by the department.
6. Have created a free BCC e-mail address. Information about setting up the e-mail account can be found at www.broward.edu.

Most Health Science programs require completion of Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) after submitting the Health Science application and prior to entering the program. These courses, as prescribed by the Florida Department of Education, Division of Applied Technology and Adult Education, introduce students to basic health care knowledge and skills.

Selection Criteria

Students are selected into programs based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards. The Health Science Admissions Office admits all students based on the date the application was received. No exceptions are made.

Number of Students Admitted

Most of the health science programs admit students once a year. The number of students selected is limited and varies with the availability of clinical facilities, state licensing regulations, and other related criteria.

Notification of Admission

Students are notified by e-mail of acceptance or provisional acceptance. In certain instances, such as an accepted student withdrawing his/her application, a student will be notified of acceptance by telephone. A student may postpone entry into the program only once. A student who fails to begin the program when notified must re-apply. Only approved applications will be retained for a later admission date.

It is strongly recommended that students enroll in College Success Skills, SLS 1501 prior to entering a Health Science Program.

Center for Health Science Program Policies

Substance Abuse Policy Statement

A student who is unable to perform clinical activities with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental or physical examination. The physician or health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student.

Failure to submit to such an examination may result in dismissal from the program.

Students may be asked to leave a clinic with an unexcused absence if they arrive smelling from alcohol. Repeated offenses may result in dismissal from the program.

Registration/Audit

A student must be admitted to a program and registered in the course to attend class. No student may audit a Health Science course without the permission of the appropriate Health Science Department Head.

Withdrawal/Failure

Any Health Science student who fails or withdraws from a Health Science program during his/her first semester shall re-apply to the program. Re-admission will be based on the criteria and procedures in effect at the time of re-admission. Additional requirements may be applied to students who have previously failed. If a student fails a Health Science course or fails to maintain the appropriate GPA after the first semester, he/she shall meet the re-admission policy and procedures of the program. The student may have to wait for the availability of space.

Transfer

Students who wish to transfer Health Science credits from another college should contact the appropriate department for a copy of the procedures and policies. No student can obtain a Health Science Degree unless they have completed 25% of the coursework at Broward Community College.

Attendance

Each instructor determines the attendance policy for each class, and communicates this policy in the course syllabus. It is the student's responsibility to know the attendance policy. Clinical attendance is mandatory. The student must contact the instructor or clinical area in case of an emergency or illness.

Academic Integrity, Cheating, Plagiarism, etc.

In addition to the College's Student Code of Conduct, the Center for Health Sciences has adopted a Code of Professional Behaviors. Students are expected to comply with all professional behaviors. Any infraction of the Code may result in disciplinary action including dismissal from the program.

The course syllabus outlines the instructor's policy on cheating. If a student is discovered cheating, the student also may be expelled or suspended from the program. In submitting written work during any course, the student should be aware of the policy on plagiarism adopted by the Health Science faculty found in the Program's handbook.

Transportation

Students must have reliable transportation to and from Broward Community College and to and from an assigned clinical facility. The College or clinical facility provides no transportation. The student assumes all risks and responsibilities for travel to and from clinical sites and field trips.

Uniforms

Students must furnish uniforms that meet the approval of the appropriate Health Science program. Information regarding uniform purchase is given to each applicant following admission to a program. Failure to adhere to the appropriate dress code will result in dismissal from the clinic.

Liability Insurance

All health science students are required to carry professional liability insurance each term that they are in a clinical setting. The fee for liability insurance coverage is non-refundable and charged when the student registers for the first clinical course during an academic year.

Required Disclosures

An applicant who has been convicted of a felony or the subject of an arrest pertaining to a controlled substance should confer with an authorized representative of the regulatory/licensing agency to determine eligibility for future credentialing and practice. All CHSE graduates are subject to the laws, policies, and procedures of their respective regulatory/licensing boards. The College cannot assure licensure/certification.

Health Examination

A Medical History and Physical Health Form must be completed at the time specified by the program. Final acceptance/continuation to the program will be contingent upon the results of the medical form. No student may enroll in a clinical course unless the health form has been submitted and reviewed.

Each program has specific Technical Performance Standards, which must be reviewed by the student to determine individual ability to comply with the standards.

Broward Community College also requires that all Health Science students obtain the Hepatitis B vaccine prior to their admission to a Health Science program.

Accident Insurance

As a student assigned to clinical facilities, you may be exposed to environmental hazards and infectious diseases. Limited medical insurance is provided for health science students at the time they register for clinical courses each academic year.

Continuation In Program

Continuation in Health Science programs is dependent upon maintaining the course grades and GPA as specified by each department. The programs also reserve the right to discontinue a student's enrollment at any time during the program, if in its judgment, the student does not possess the qualifications necessary for the selected Health Science career or demonstrates behavior deemed to be potentially detrimental to a patient's safety and well being.

Readmission

Each Health Science Department has established specific readmission policies. The student who wishes readmission consideration should check with the

appropriate program for specific criteria and procedures.

Academic Dismissal

A student shall be permanently dismissed from a Health Science program after three unsuccessful attempts at passing a course in the program. Unsuccessful is defined as a grade less than "C" or "W." After the first or second unsuccessful attempt, the department may require the student to complete specific requirements in order to continue in the program. Continuation in the program also shall be based upon space availability.

Graduation Requirements

Students must complete all courses in the degree or certificate program with a grade of "C" or higher and have an overall degree GPA of 2.0 or higher.

Changing Requirements for Graduation

The Center for Health Sciences reserves the right to change any of the rules and regulations of the Health Science Departments at any time, including those related to admission, instruction, and graduation. All such changes are effective at such time as the proper authorities determine, and may apply not only to prospective students, but also to those who already are enrolled in a Health Science Program. All enrolled students will be notified in writing of such changes as they occur.

Catalog Requirement

It is important that students know the Catalog requirements under which they will graduate. Health Science students have three options.

1. If attendance has been continuous (Term I and II each year), the student may graduate under the Catalog in effect at the time of entry into the College or the one in effect at the time of graduation.
2. If attendance has been interrupted by one or more terms (not including Term III), the student must meet the requirement of either the Catalog in effect at the time of re-enrollment or the one in effect at the time of graduation.
3. Health Science students may also graduate under the Catalog year in which they entered the Health Science program.

Students should see an Academic Advisor or Counselor every term.

Curriculum and Policy Changes

The Health Science policies and curricula contained in this catalog and program handbooks are not to be

regarded as an irrevocable contract between the student and the College. Health Sciences reserves the right to make and designate the effective date of changes in policies curriculum and/or other regulations at any time such changes are considered desirable or necessary.

Health Science Core Requirement and Waivers

All health science certificate and degree students must enroll in the health science career core courses. The courses are HCP 0130, CAE 0382, CAE 0474, CAE 0299, and CAE 0476. A waiver and/or substitution can be attained from the Health Science Continuing Education and Workforce Development Department located on Central Campus, building 8.

These courses are substituted or waived only if:

1. The 75 hour Health Care Career Course (HCO 0130) or equivalent course was successfully completed at a SACS accredited college or university, or Florida Department of Education health occupation program. Successful completion must be documented with a transcript showing a grade of pass or "C" or higher. A student with a current Florida license in a health care profession may have the course waived or substituted. A student must bring an original transcript, state or national license/certification and letter verifying recent in-field employment.
2. Required core courses equivalent to HIV/AIDS (CAE 0382), Domestic Violence (CAE 0474), Basic Life Support for Health Care Providers (CAE 0299), and TB/OSHA/Hepatitis (CAE 0476), can also be considered for a course waiver and/or substitution. These course will only be considered if
 - a. The course was taken at an area hospital, or State of Florida/federal government health care facility as a condition of employment,
 - b. The course was approved for continuing education by a Florida health care licensing board and the hospital/government agency provider is on the certificate of attendance,
 - c. The course was the same number of hours as BCC, was completed within 2 years and will still be current at the time of admission into the health science program, and
 - d. Verification of hospital/government agency employment at the time of requesting waiver/substitution.

Accelerated and Flexible Learning Opportunities

Accelerated Learning Opportunities

Dual Enrollment
Early Admission
Credit in Escrow
Advanced Placement
CLEP
International Baccalaureate
Tech Prep
The College Academy

Prior Experiential Learning

Armed Services Educational Credits

Flexible Learning Opportunities

Online Courses
Blended E-Learning Courses
Video-based Courses

Accelerated and Flexible Learning Opportunities

High School Accelerated Opportunities

Eligible high school students may apply for admission to BCC and enroll in college-level courses to increase learning and shorten the length of time needed to acquire a college degree. Special application and approval procedures apply to students in all BCC accelerated programs. Written authorization from the principal, guidance director, and parent or guardian is required for Dual Enrollment, Early Admission, and Credit in Escrow. The eligible student's application and matriculation fees will be waived for Broward County Public School students, home education students, and many private high school students. Credits are also awarded for certain scores on national examinations.

If a student desires to continue at BCC, a re-entry application, changing the admission status, must be completed.

To Apply

Students who wish to apply to BCC to enroll in an accelerated learning program must submit the following documents to a campus Admissions Office prior to registration.

- A completed application.
- A confidential recommendation form signed by the principal or designee.
- Test scores for ACT, SAT, or the Florida Entry Level Placement Test (CPT). (The CPT is administered in the Testing Centers at each BCC campus.)
- An official copy of the transcript of credits earned to date, provided by the high school, for purposes of advising, counseling and GPA verification.

Dual Enrollment

This program offers high school juniors and seniors a unique opportunity to enroll in BCC courses for high school and college credit. To be eligible for the program, including technical dual enrollment, students must have an unweighted cumulative grade point average of 3.0 or higher and appropriate SAT, ACT, or CPT scores. Courses are offered at BCC's campus locations and some may be offered at high school locations. Students may register for up to eleven credits per term.

Early Admission

High school seniors can enroll full time in college and receive high school and college credit for courses. Students must enroll in two consecutive terms carrying twelve college-level credit hours each major term, and maintain a grade point average of 2.0, in order to receive a high school diploma. To be eligible for the program, the student must have an unweighted overall grade point average of at least 3.0 or higher and appropriate SAT, ACT, or CPT scores.

Credit in Escrow

High school students who have an unweighted overall grade point average of at least 3.0 and appropriate

SAT, ACT, or CPT scores may be permitted to enroll for a maximum of six semester hours of college courses each term to add depth or breadth to their academic programs. Such credits will not be used to satisfy high school diploma requirements and the student will pay appropriate fees, including textbooks. Earned college credits will be held in escrow until the student graduates from high school.

Advanced Placement

BCC cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Board. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical freshman and sophomore-level courses. Advanced placement exams are taken after students complete the corresponding Advanced Placement courses, which are available to juniors and seniors in most Broward County high schools. To qualify for college credit, students must earn an appropriate passing score on the nationally administered exam. Credits will not be awarded for examinations that duplicate course work or other exam credits previously posted to a student's academic record. In order to award credit, Broward Community College requires an official grade report, sent directly to the College from College Board, not a student copy.

Students are awarded credits only. Grades are not given for advanced placement courses. Therefore advanced placement courses are not included in the grade point average. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available at www.collegeboard.com/ap; more information regarding advanced placement courses and appropriate passing scores is also available at www.broward.edu

Recording Fee

Broward Community College charges a \$5.00 recording fee for Advanced Placement courses to be entered on a student's transcript. This must be paid to the campus cashier before course will be listed on the student's transcript.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a series of tests developed by the Educational Testing Service and offered at test centers throughout the country. The CLEP program provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without attending classes. Students seeking CLEP credit at Broward Community College, but do not wish to become BCC students, must submit a BCC non-credit admissions application to the Admissions/Registration Office. Individuals wishing to become BCC students and receive CLEP credit must submit an admissions application with payment of the non-refundable application fee (\$35.00). Former BCC dual enrollment students must submit a re-entry application but do not pay the application fee. For

more information visit
<http://www.collegeboard.com/clep>. BCC's CLEP code number is 5074.

CLEP tests are administered at Broward Community College throughout the year at any of the three campus testing centers. CLEP testing times/dates are available at the testing centers and on the web at <http://www.broward.edu/stuserv/testing/clep.jsp>.

Bright Futures students must be advised by their Florida home college or university prior to registering. Students are notified by mail of the course(s) and credits for which they are eligible and this information is recorded on the student's permanent academic records. Students are awarded credits only; they are not given letter grades in CLEP courses, and CLEP courses are not included in the GPA.

CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination. The CLEP tests are offered in addition to the BCC Prior Experiential Learning Program, which provides for the assessment of prior learning and awarding of credit for many other BCC courses. Contact the College Registrar's Office for additional CLEP information.

Other Nationally Standardized Tests

Broward Community College awards credit based on receipt of specific passing grades on Dantes Subject Standardized Tests (DSST) and Excelsior College examinations. Credit awarded may not duplicate ordinary credit, Dual Enrollment credit, or other credits earned through examination at Broward Community College. Students seeking credit for Dantes or Excelsior College exams at Broward Community College must be admitted to the College.

International Baccalaureate Program

The International Baccalaureate Program is a challenging curriculum offered in high schools that is designed to prepare students for advanced work in many countries' postsecondary systems. Holders of IB diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Students are awarded credits only. They are not given grades for IB courses; therefore IB courses are not included in the grade point average. More information about the IB program is available at www.ibo.org. Further information regarding the IB courses and appropriate passing scores is also available at www.broward.edu.

Tech Prep Program

Tech Prep links secondary and postsecondary technical education programs of study. High school or technical center students who complete a technical program of study will receive training for high skill, high wage occupations. At the same time, they can begin earning Broward Community College or technical center credits. Students are encouraged to take rigorous academic courses along with the Tech

Prep program and maintain a "C" or higher grade point average.

Students must complete a technical program at the high school or technical center, and meet the articulation agreement requirements, which include a comprehensive assessment to validate required technical competencies. The number of credits that will be awarded and the type of assessment that will be used are outlined in the technical education articulation agreements established between Broward Community College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward Community College and enrolled in a program of study. The credits will be valid for 18 months after high school/technical center graduation.

For more information about Tech Prep, please contact the Broward Community College Tech Prep Office at 954-201-6955 or by emailing techprep@broward.edu.

Tech Prep Program Areas

Accounting Technology
 Automotive Technology
 Business Administration Programs
 Early Childhood and Education Program
 Computer Science Technology
 Diversified Cooperative Training
 Engineering Technology Program
 Health Sciences
 Hospitality/Travel & Tourism
 Industrial Management Technology
 Marketing
 Office Systems Technology Programs
 Restaurant Management

The College Academy

The College Academy, a joint venture between the School Board of Broward County and Broward Community College, is an accelerated college entrance program located on the A. Hugh Adams Central Campus of Broward Community College. This dual enrollment secondary school was created for Broward County Public School eleventh and twelfth grade students who desire an alternative to the traditional high school program. Students are provided the opportunity to receive a high school diploma and an Associate of Arts degree concurrently. Specific pre-admission requirements must be met to establish eligibility. While attending The College Academy, students are enrolled in both dual enrollment and high school courses, taking approximately 11 college credits per semester. Students must attend the fall, winter and first summer terms. Those planning to earn their AA degree while still in high school may need to complete additional coursework during the second summer term. Students must maintain a 2.5 unweighted high school grade point average in order to remain at The College Academy.

The College Academy is designed for students who have the maturity required for college campus life, the discipline to use their time wisely and the academic ability to handle the rigor of college work.

For further information, contact The College Academy
@ BCC Central (954) 577-7840 or visit the Broward
County Public Schools' website:
<http://www.browardschools.com>

Prior Experiential Learning

The Prior Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what students have learned through experiences outside the college classroom. Credit for prior experiential learning may result from work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. If students have gained BCC course-equivalent knowledge, competencies, and/or skills as a result of prior learning experiences, they may be able to earn academic credit through the Prior Experiential Learning Program.

Assessment Process

The assessment process is sometimes referred to as "challenging a course." Assessment may involve one or more of the following.

- written or performance tests
- preparation of a portfolio that describes student learning and how it was acquired
- evaluation of student certificates and licenses
- interviews with faculty members

The College faculty members responsible for the courses for which students wish to receive credit determine the method of assessment. Prior experiential learning credits are not available for some BCC courses.

Students who have been admitted to BCC, and who have decided on an academic program, may challenge courses through the Prior Experiential Learning Program. Students can obtain information and Prior Experiential Learning application forms from the academic department(s) responsible for the course(s) that the student wishes to challenge. Students who receive permission to challenge a course from an authorized faculty assessor must pay the required assessment fees and satisfactorily pass a faculty-administered learning assessment before credit can be awarded.

The assessment process may take from several hours to several months, depending upon the amount of credit requested and methods of assessment required. When the process is completed, assessment results will be forwarded to the College's Prior Experiential Learning Coordinator, who verifies that assessment documentation is complete and informs the College Registrar's office of the amount of credit the student has earned. Although there is no limit to the number of hours that students can receive through Prior Experiential Learning, 25% of credits required for a degree must be earned by taking classes at BCC. A maximum of eight hours of the residency requirement may be satisfied through Prior Experiential Learning.

Assessments are generally not scheduled between semesters or during the first or the last week of each semester. Results of assessments initiated during the last week of any semester may not be posted to student transcripts for that semester. Students who wish to use Prior Experiential Learning credits to satisfy same-semester graduation requirements, course load requirements, transfer requirements, or registration pre-requisites should plan to complete their assessments well before the end of the semester in which they want the credits to be posted. Prior Experiential Learning credits appear on student transcripts as "CR." Letter grades are not awarded for Prior Experiential Learning.

Armed Services Educational Credits

Broward Community College will grant credit for military education that has been evaluated and recommended as suitable for post-secondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, a student may initiate the request to the College Registrar for such credit by providing appropriate documentation as determined by the College. Contact the advisor for military education on any BCC campus for more information.

Flexible Learning Opportunities

BCC's Flexible Learning courses are designed for motivated, self-disciplined students whose schedules do not permit them to attend regularly scheduled meetings on campus, and for students who prefer to study independently, or for students who prefer the convenience of a blend of online and on-campus learning.

Flexible Learning courses include fully-on-line courses delivered using the Internet, courses that combine on-campus with online learning, and courses that are delivered using video tapes or printed materials. All Flexible Learning courses have required textbooks and may also use CD-ROMs, study guides or other instructional materials.

Flexible Learning courses may require limited on-campus meetings for orientations, labs, test reviews and proctored tests. Required meeting dates are listed in the course schedule and in course syllabi. Check your course syllabus for dates, times, and locations of required on-campus tests or labs.

All Flexible Learning courses are college credit courses equivalent to those taken in the standard contact hour format and are applicable to most A.A. degree transfer programs, as well as some A.S. and technical certificate programs. The cost of tuition is the same as for standard courses. However, students enrolled in Flexible Learning courses may be assessed special fees. Students may take Flexible Learning classes exclusively or in combination with

on-campus courses. Students are advised to see an academic advisor before selecting their classes.

Students can complete all general education requirements for the A.A. degree as well as requirements for some A.S. and technical certificate programs using flexible learning courses. Visit <http://www.broward.edu/schedule> or check the Flexible Learning section of the of the printed BCC Course Schedule to see a schedule of all Flexible Learning courses.

Enrolled students may register for Flexible Learning courses in person at one of our campuses or via BCC's web site at <http://www.broward.edu>.

Online Courses

Online courses are a great way for students to complete degree requirements while juggling work and/or family responsibilities.

Students can complete all general education requirements for the A.A. degree and a substantial number of program requirements for the A.S. degree (Nursing), the A.A. degree (Education), the A.A.S. degree (Business Administration), the Office Support Technical Certificate and the Office Specialist in an on-line format. Visit <http://www.broward.edu/flexible/ready.jsp> to see if online courses might be right for you.

Before the start of the semester, students registered for online classes, should visit <http://www.broward.edu/webct/lists.jsp>, view online course listings, then click on the information icon to obtain information about the online-learning courses in which they are enrolled.

Blended E-Learning Courses

Blended e-learning courses combine tradition on-campus learning with online learning. Blended e-learning classes replace some of the time that would normally be spent in a classroom with online learning activities. Blended e-learning courses are a good choice for students who enjoy both online and on-

campus learning but cannot spend as much time on campus as would be required for a traditional course. Some blended e-learning are offered in an accelerated format that permits students to complete courses in a shortened time frame. These "fast-track" courses permit students to complete as many as four courses in the time it would normally take for them to complete one course.

Before the start of the semester, students registered for blended e-learning classes, should visit <http://www.broward.edu/webct/lists.jsp>, view blended course listings, then click on the information icon to obtain information about the blended-learning courses in which they are enrolled.

Video-based Courses

Video-based courses deliver content using professionally produced video programs combined with text books, and study guides. They are a good choice for learners with good time management and independent study skills. Students can complete several general education requirements for the A.A. degree through video-based courses. Visit <http://www.broward.edu/flexible/readiness.jsp> to see if video-based courses might be right for you.

For video-based courses, students must obtain a free course information packet from the bookstore on the campus before their course is scheduled to meet. Students should read the information packet BEFORE the start of the semester. Students can obtain required VHS tapes from the Learning Resource Center, located in the Library on the campus offering their video-based course(s).

For more information about the Flexible Learning Program call (954)-201-6564, or visit the Flexible Learning web site at <http://www.broward.edu/flexible/index.jsp>.



Placement, Advisement, and Registration

Placement Testing

Academic Advisement

Registration Options

Additional Registration Facts

Placement, Advisement, and Registration

Placement Testing

Associate Degree Programs

As part of the admission process, all degree-seeking students (A.A., A.S., A.A.S.), including transfer students whose achievement level has not been certified, shall be assessed in writing, reading and mathematics to establish their communication and computation achievement levels.

College Preparatory Courses

Students whose placement scores do not meet the required level must improve their skill level before enrolling in college-level courses. The College offers a series of preparatory courses in English, Reading, Mathematics and English as a Second Language.

The preparatory courses are designed to assist students in acquiring skills necessary for succeeding in college-level courses. While the courses do not carry credit toward graduation, students must pass the courses, including exit examinations, in order to graduate. Students can attempt college preparatory courses up to three times. The third attempt will be subject to the full cost of instruction. See Maximum Attempts per Course, page 67.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for college preparatory courses. Students should check with the Financial Services Office for additional information.

Students can seek methods other than the College's preparatory courses for improvement of skills. For a list of private providers contact any campus Academic Advisement Office.

First-time-in-college students must present scores, no more than two years old, on one of the following State-approved placement tests: Scholastic Aptitude Test (SAT), American College Test (ACT), or Florida College Entry Level Placement Test (CPT).

If a student's score falls below the cutoff, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level courses. Students enrolled in college preparatory courses may enroll in certain other college level courses concurrently.

Transfer students will be placed based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

Degree-holding students will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college.

Students whose primary language is not English, and who have less than two years of non-ESOL English classes in the United States, must take the Levels of English Proficiency (LOEP) to assess English

proficiency. The LOEP test scores and a writing sample will be used for English Placement

Non-degree seeking students shall be required to take the placement test prior to enrollment in English or Mathematics courses or other courses that require English, Reading or Mathematics as pre-requisites.

Certificate/Diploma Programs

Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit scores, less than two years old, from the Test of Adult Basic Education (TABE). Students who do not meet the required TABE scores, as defined by Florida State Board Rule, can begin coursework in a certificate/diploma program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all campus Learning Resource Centers. Once study is completed, students must retake the TABE and present passing scores in all areas to graduate with their certificate/diploma. TABE Testing is available on each campus. Contact a campus Testing Center for TABE testing information or visit the College website.

Students who have previously completed college preparatory instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible exemption.

Academic Advisement

A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. With an educational plan, students also have an idea of when they will complete degree requirements for graduation. Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. A recommended course of study is developed for each student to use as a guide for course selection while attending BCC.

All students are strongly encouraged to have an educational plan. First-time-in-college students must meet with an academic advisor or counselor before they register for classes. Transfer and returning students will also find it very helpful to have an educational plan as they progress through their college career.

Orientation

All students enrolling at BCC for the first time are required to attend an orientation program as part of the advisement and registration process. The program provides students with important College information that will aid them in meeting their educational goals. New students will receive information about the campus orientation program.

Registration Options

Students receive priority registration based on the number of credits earned. There are two ways to register for courses at Broward Community College. Students may register online or in person at the campus Registration Offices.

Online Web Registration

Register by the web by following nine easy steps.

1. Type in the URL www.broward.edu.
2. At "myBCC", enter your student ID and PIN number. (Your student ID number is usually your Social Security number with no dashes. Your PIN number is initially set to your birth month and birth year: MMYYY).
3. Click on registration.
4. Select a term.
5. Search for classes by reference number(s) or open classes by clicking on the appropriate circle.
6. Select your class, then click "add." To remove a class, click on the common course number box.
7. When you finish selecting classes, click "save" to complete registration.
8. Print your schedule and payment information, click on the "logoff" box.

PIN Number

Your personal identification number (PIN) is the door into "myBCC" at Broward Community College. Your initial PIN is set at your birth month and year (MMYY). It is important that you not reveal your PIN number to anyone. If you suspect that your PIN is not secure, you may change your PIN online to ensure the security of your records. If you have lost or forgotten your PIN number, or if the default PIN does not appear to work, you must present a picture ID to acquire the correct code, at any of the campus Registration Offices.

Additional Registration Facts

Schedule of Classes

Schedules are available on-line at the BCC website www.broward.edu.

Registration Appointments

Registration appointments determine when you are allowed to begin registering for classes. Your priority is based upon the number of credit hours earned toward graduation. Students can view their appointment dates on-line by accessing "myBCC". Students are strongly encouraged to print a degree audit and meet with an advisor/counselor prior to registration appointment dates.

Open Registration

New and returning students are eligible to register based upon the established date.

Schedule Modification

During registration periods, students may add courses until the actual class begins if the course is not full. Students may "drop" courses until the last day of the "drop" period published in the catalog. Students may "withdraw" from courses until the last day of the "withdrawal" period as published in the catalog.

Registration Holds

Students' records may have a "hold" that prevents them from registering for classes. Typical reasons for a "hold" include missing transcript from high school or previous college attended, lack of placement scores, incomplete records, or requirement to meet with a college official. Students with unmet pre-requisite or co-requisite requirements may be restricted from registering for courses that require such pre- or co-requisites.

Auditing a Class

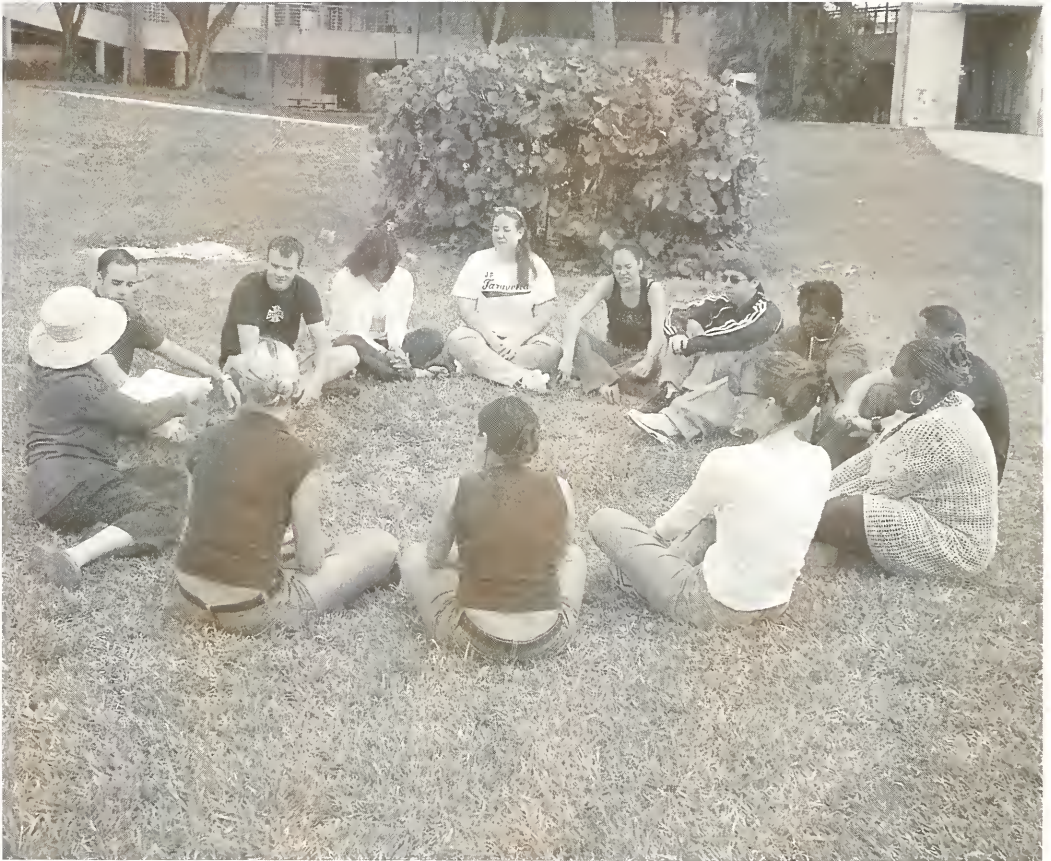
Auditing a class allows students to enroll in a class for no credit. No grade is awarded for audited courses. The transcript will indicate a grade of "X." Students must contact the instructor to learn requirements regarding attendance, class participation and assignments. A student may only change to or from an audit status during the designated drop/add period for each term. Changing from credit to audit may be done with the instructor's approval through the scheduled last day to change from credit to audit as listed in the term calendar. Audits count as an attempt.

Dropping a Class

Students wishing to drop a class may do so by using the web or in person at any campus Registration Office. This must be done by the established last day to drop a class. See the Schedule of Classes for deadline dates each semester. Tuition will be refunded for courses dropped by the published 100% refund deadline. The course will not appear on the student's transcript.

After this deadline, a student wishing to drop a course must withdraw, and a "W" will appear on the transcript. No refund will be given unless there are documented extenuating circumstances, with the approval of the administration on the campus where the class was held.

After the deadline for withdrawal, students may not withdraw themselves, but must follow the instructor's syllabus concerning withdrawal after the last day to withdraw. See the catalog calendar for these important deadlines each term.



Student Fees and Policies

Fees

Florida Residency for Tuition Purposes

Tuition Exemptions

Student Fees and Policies

Fees

The Board of Trustees, within guidelines approved by the Florida Legislature, establishes the student fee schedule at Broward Community College. It is subject to change within the academic year covered by this catalog. The current fee schedule is published each term in the *Schedule of Classes*.

Students must pay applicable fees by the established deadline. A student will be dropped from classes for failure to provide tuition payment by the established deadlines.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express) or personal check made payable to Broward Community College. No counter (starter) checks will be accepted.

Application Fee

All new students must pay a one-time, non-refundable application fee of \$35.00. A non-refundable \$75.00 application fee is charged to international students.

Registration Fees

Fees and charges are subject to change as approved by the Board of Trustees.

Degree Programs and Technical Certificates

Per credit hour.

Florida Residents

Tuition Fee	\$ 50.00
Student Activities Fee	5.00
Student Financial Aid Fee	2.50
Capital Improvement Fee	1.00
Total	\$58.50

Non-Residents

Tuition Fee	\$ 50.00
Out-of-State Fee	150.04
Student Activities Fee	5.00
Student Financial Aid Fee	10.00
Capital Improvement Fee	3.00
Total	\$218.04

Vocational Certificate Programs (PSAV)

Per credit hour:

Tuition Fee	\$ 46.50
Out of State Fee	139.50
Capital Improvement Fee	2.10
Capital Improvement Fee/Non-Resident	9.30

Continuing Education

Per credit hour:

Supplemental Vocational	\$52.50
Life Long Learning Courses	\$10.00

Additional Course Fees

Additional special fees are charged for some courses and laboratories. Special fees are shown with individual course information in this Catalog.

Economic Development Fees

The College, through Continuing Education and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within those documents.

Health Science Fees

In addition to special course fees for laboratory and clinical courses, all Health Science students are required to pay each academic year the following at the time of registration.

Health Science Education Accident

Insurance \$ 9.95

Health Science Education Liability

Insurance (dependent on program) \$12.00 or \$17.50

Graduation Fee

In accordance with Florida Statute 1009.23, a fee will be assessed as authorized by Broward Community College Policy 6.13, *Student Fees and Charges*.

Fee Payment Information

Fees must be paid by the assigned fee payment due date. There are three ways to pay for classes: by American Express, Discover, Visa or MasterCard on the web, by mailing a check to the Downtown Center Cashier's Office, no counter (starter) checks will be accepted, or by paying with cash, check, American Express, Discover, Visa or MasterCard in person at a campus Cashier's Office. Detailed instructions are provided in the *Schedule of Classes* and on BCC's home page at www.broward.edu.

Checks must be made payable to Broward Community College and include the student's social security number. Checks or money orders for payment of student fees must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed. If the payment is by credit card, the authorized user must be present. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full.

Special fees for individual courses are listed with the course descriptions in the back of this catalog and shown in the schedule of classes for each term. The Board of Trustees reserves the right to change published fees after publications have been printed.

Payment of Student Accounts Due to the College

BCC prohibits the release of transcripts to, or the issuance of a certification of completion or diploma to students whose accounts with the College are

delinquent. Students who fail to pay short-term loans, veteran deferments or other debt, by the date established by the College, may be subject to additional charges, and/or reported to a collection agency and the credit bureau, and will not be able to receive transcripts. In the event that a student is reported to a collection agency, the student will be prohibited from registration.

Return Check Policy

If a check is not honored when presented for payment, and is returned by a designated depository as uncollected, the check will be returned to the Accounts Receivable department. In accordance with Florida Statutes, Chapter 832.05, a returned check fee will be assessed as authorized by Broward Community College Policy 6.13, *Student Fees and Charges*. In the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

Withdrawals and Refund Policies

A 100% refund of matriculation, tuition and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period for those courses that are eight weeks or longer. For courses less than eight weeks in length, the last day to drop and receive a refund will be the same as the non-credit course refund policy as described below.

Exceptions to 100% refund provision shall be made pursuant to federal rules for prorated refunds. Student Financial Services and the Controller's Office will establish refund guidelines pursuant to federal rules.

When a student is required to withdraw from a course after the official drop period, but prior to the mid-term date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100% refund may be approved by the provost of the campus where the student is enrolled, the Downtown Center Administrator, or the Vice President for Technical Education. Such circumstances may include, but are not limited to, serious illness, health concerns, involuntary call to active military duty and other emergency circumstances or extraordinary situations.

A 100% refund for non-credit courses shall occur up to the day prior to the first class for those classes meeting only once. A 100% refund for non-credit courses may occur up to the second class period for those meeting more than once. Refund for extenuating circumstances as stated above will apply to non-credit courses. When a student petitions for a refund, he/she must have withdrawn from the class(es) for which a petition is being considered.

Fees paid by credit card will be refunded directly to the credit card account. All other payment types will be refunded by check to the student. Refund checks will be sent to the student's mailing address.

Refunds will be processed approximately two weeks after the final drop/add date for each session through an

automated process. Students do not have to contact the Cashier's Office. It is the student's responsibility to drop classes through a Registration Office or on the web within the refund period.

NOTE: Universities may consider the number of withdrawals when considering students for admission. Excessive "W" may be viewed negatively by admission officers.

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from all BCC classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, based on the date of withdrawal of classes, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

Florida Residency for Tuition Purposes

BCC's fees and tuition are based upon status as a permanent legal Florida resident. In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. BCC follows Florida Statutes regarding residency for tuition purposes.

A Florida resident for tuition purposes, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months prior to the first day of classes and the dependent child has lived with the relative for five years immediately preceding residency classification and has been claimed by that relative as a "dependent" under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes.

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program.
- Others as permitted by Florida statute or rule.

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver's license.
- Proof of continuous physical presence in Florida for the 12 months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 months immediately preceding the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes claim.

Any student who seeks reclassification as a Florida resident must complete and submit a residency affidavit obtained through any BCC Admissions Office. All residency reclassification documentation must be submitted no later than the day preceding the first day of classes for the term in which reclassification is sought.

Tuition Exemptions

Dual Enrollment/Early Admission

Fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation of both their high school principal and guidance counselor. The Early Admission student may apply to the Admissions Office to have all tuition and application fees exempted as well as book charges. *The exemption is for a maximum of twenty-four (24) semester hours in accordance with Florida Statute 1007.271.*

Foster Care Board Exemption

A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four semesters, but can be extended for college preparatory courses. The student must apply for financial aid. If denied, the student will be granted an exemption for the amount of the fees.

Linkage Institute

According to Florida Statute 288.8175, designated foreign students may receive in-state tuition rates to study in Florida at any State University or Community College.

Homeless Fee Exemption

Any student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as, a regular sleeping accommodation for human beings shall be exempt from tuition and fees. This applies to students enrolled in the following courses only: adult basic, adult secondary, vocational preparatory, college preparatory, and lifelong learning.

Student Financial Services

Introduction and Locations

Types of Financial Assistance

Determination of Need and
Eligibility Requirements

Financial Aid Application Procedure

Filing Deadlines

Financial Aid Policies

Program Application Procedures

Veterans Benefits

Student Financial Services

Introduction

Once you make the decision to attend college, the Broward Community College Student Financial Services Offices are ready to assist you in funding your education. Our goal is to help students who can benefit from further education but cannot afford to attend college without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information.

Student Financial Services Offices

A. Hugh Adams Central Campus Building 19 Lobby 954-201-6573	North Campus Building 46, Room 251 954-201-2330
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Judson A. Samuels South Campus Building 68, Room 116 954-201-8846	Willis Holcombe Downtown Center Building 33, First Floor 954-201-7580
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Types of Financial Assistance

BCC participates in a variety of federal, state, and institutionally funded programs. Financial assistance programs are classified as Grants, Scholarships, Loans, or Employment.

Grants are federal and state financial programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need.

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or service to the College. Each scholarship has its own criteria, requires a separate application and does not require repayment.

Loans are financial assistance that must be repaid usually with interest in a specific time period. Often repayment is deferred while students are attending classes.

Employment programs allow students to defray part of their expenses by working part-time. Some positions are located on campus and others are located off campus.

Determination of Financial Need and Eligibility Requirements

Although parents and students are expected to contribute to a student's educational expenses, the federal government does consider income, assets,

number of dependents and other relevant information when determining a student's financial need. Financial

assistance is provided after a determination is made that the resources of the family are insufficient to meet the student's educational expenses. Qualified students may receive a combination of grants, scholarships, work-study and loans in their financial aid package. Financial aid is based on an individual's financial need, college costs, and the availability of state and institutional funds.

In order to qualify for financial aid, a student generally must:

1. be a U.S. citizen, eligible permanent resident, or in the U.S. for other than temporary purposes and be able to provide proof of such;
2. be enrolled or accepted for enrollment in an eligible program leading to an A.A., A.S., A.A.S., or a federally approved certificate at Broward Community College;
3. be making satisfactory academic progress in the selected course of study according to the BCC guidelines;
4. not be in default of a student loan or owe a refund for any financial aid previously received;
5. be registered with Selective Service, if required to do so (applies to males between the ages of 18 and 25);
6. not have been convicted of a drug offense;
7. have a high school diploma or a GED;
8. have a valid Social Security number;
9. sign the statements of educational purpose located on the Free Application For Student Financial Aid (FASFA).

Note: Transfer students must have all of their transcripts from previous institutions received and evaluated before financial aid may be awarded.

Financial Aid Application Procedure

It's easy to apply for financial aid at BCC. You may apply online at www.fafsa.ed.gov. Students may apply for financial aid throughout the year for some aid programs, such as the Federal Pell Grant and the Federal Family Education Loan Programs. Other programs, such as federal and state grants and most institutional scholarships require students to file applications by a specified deadline. All you need to do is respond quickly to any requests for further information or documentation by the Student Financial Services Office so that we may award your financial aid in a timely manner.

When applying for financial aid, **apply as early as possible**. In general, students should take the following steps:

Apply for admission. New and transfer students must apply for admission to Broward Community College. A student does not have to be accepted to Broward Community College before applying for financial aid; however, he/she must be accepted before a financial aid award may be packaged.

- **Complete the Free Application for Federal Student Aid (FAFSA) after January 1, 2004.** Students who applied for financial aid last year should receive a 2004/2005 Renewal FAFSA from the U.S. Department of Education by mail between November and mid-January.

First Time Applicants

The FAFSA can be obtained online via FAFSA on the web (www.fafsa.ed.gov) or at www.broward.edu on the financial aid web page.

After January 1st, complete and return your FAFSA to Federal Student Aid Programs. List Broward Community College and the BCC Title IV Code (001500) in Item #86

You will receive a Federal Student Aid Report (SAR) from the federal processor approximately three to four weeks after you submit your FAFSA or renewal FAFSA to Federal Student Aid Programs (or earlier if you apply online). The SAR indicates your expected family contribution, which is used to determine your eligibility for financial aid. The SAR also lists the information you recorded on your FAFSA or renewal FAFSA so that you can check your information for accuracy. If no corrections are needed, keep the SAR with your financial aid records. If corrections are needed, contact your campus Student Financial Services Office.

Renewal Applicants

After January 1st, complete and return your renewal FAFSA to the Federal Student Aid Program Processor. List Broward Community College and the BCC Title IV Code (001500) in Item #86. If you do not receive a renewal FAFSA between November and January, **do not wait for it.** Please go online via FAFSA on the web (www.fafsa.ed.gov) and choose the option for renewal.

PIN Number

The Federal Government is strongly advising all financial aid students to obtain a pin number by going to www.pin.ed.gov and follow the directions to obtain a pin number. This number will allow you to go on the web and review your status, make changes or corrections to your application and let you sign your application electronically. Your application will be processed quickly and efficiently.

Filing Deadlines

Below we have listed deadline dates for the filing of financial aid. These deadline dates mean that all financial aid forms must be submitted to the Broward Community College Student Financial Services office in order for your funds to be processed in time to start classes. If you do not meet the deadline date, you must

be prepared to pay for your tuition, fees and books on your own.

Deadline Dates

Priority Filing:	April 15 th
Fall Term:	July 1 st
Winter Term:	October 15 th
Summer term:	March 15 th

Tentative Dates for 2005/2006 are:

Fall Term:	July 1 st
Winter Term:	October 14 th
Summer Term:	March 14 th

Filing deadlines are critical. Failure to submit all requested documents will delay the processing of your application and affect the amount of aid you will receive.

Priority Deadline Date: The priority-filing deadline of April 15, 2004 is the date the completed FAFSA should be received by Federal Student Aid Programs. Students wishing to be considered for other types of financial aid, Federal Supplemental Educational Opportunity Grants, Federal Work Study, and some institutional scholarships (e.g., merit awards, SESEE awards) must meet the priority-filing deadline of April 15, 2004.

Term Deadline Dates: The other dates which are listed by term are the dates that the Broward Community College Office of Student Financial Services must receive and complete your financial aid information, if you would like your financial aid to cover your tuition and books.

Federal/State/Institutional Financial Aid Policies

Dependency Status

Many students believe that they are independent if they support themselves. This is not the only factor the government uses to determine if you are still dependent on your parents and if you still need to submit their information. If one of the following statements applies to you, then the government considers you an independent student.

- The student was born before January 1, 1981.
- The student is married.
- The student has legal dependents who receive more than half of their support from the student.
- The student is an orphan or a ward of the court (or was a ward of the court until age 18).
- The student is a veteran of the US Armed Forces.

If none of the above statements applies to your situation, you are considered a dependent student and we must consider your parents' income when determining your financial need.

Professional Judgment

If you have extenuating, personal circumstances you feel need special consideration, please feel free to

contact a campus financial aid advisor. Financial aid professionals are empowered to adjust certain situations if you provide the required documentation.

Verification

Verification is the required federal process of checking the information you provided to the federal government for accuracy. Applications are randomly selected by the federal processor and are based on guidelines set up by the Department of Education. If your application is selected for verification, you will be required to provide additional documentation, such as:

- signed copies of your income tax forms
- signed copies of your parent's income tax forms
- 2004/2005 verification worksheet (available online at www.broward.edu at the financial aid website)
- Copies of your W-2 statements
- Copies of your parents' W-2 statements

Satisfactory Academic Progress

Federal and state regulations require that students meet minimum academic standards in order to be eligible to receive financial aid funds. The following minimum standards are applied uniformly to all Title IV financial aid programs administered at the College. A financial aid student's progress must be measured in qualitative (grade point average) and quantitative (time frame needed to complete the degree) standards. The standards of Satisfactory Academic Progress are:

Warning: If a student attempts 1-30 credits and earns less than a 2.0 overall GPA and does not complete 67% of coursework, the student is in danger of losing financial aid eligibility.

Denial: If a student attempts 31 or more credits, earns less than a 2.0 GPA and/or does not complete 67% of the coursework attempted; or attempts more than 90 credits; or is suspended from the College, the student is denied financial aid.

Note: Transfer credit hours must be counted when determining qualitative and quantitative standards; therefore all academic transcripts must be received and evaluated by BCC before financial aid can be awarded.

Remedial Courses – The federal government does not allow financial aid to cover more than 30 remedial credits (equivalent to one academic year) for any student. This means that if you are enrolled in classes and you have already taken 30 credits of remediation, you financial aid will not pay for those classes. This does not include any ESL courses.

Withdrawal and the Return of Federal Financial Aid

The Federal Return of Title IV Funds policy applies to any student who has officially or unofficially withdrawn from all BCC classes in a term the student is receiving any form of Title IV aid. This aid includes the Pell Grant,

Supplemental Grant, Stafford Subsidized and Unsubsidized Loans and PLUS Loans.

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the return of Title IV aid, please go to your campus Student Financial Services Office.

Application Procedures for Financial Aid Programs:

Pell Grant and Other Grants:

- Pell Grant
- Federal Supplemental Opportunity Grant
- Florida Student Assistance Grant
- Merit Awards
- Seese Scholarship Award

Students must complete a FASFA form and receive the answer from the federal government. The form must be processed by April 15th in order to be considered for all possible grants. Although you may apply for Pell Grant throughout the academic year, if you want to be considered for the other grant programs, you must have a complete file by April 15th.

Student Loan Programs:

- Stafford Subsidized Loan
- Stafford Unsubsidized Loan
- PLUS Loan
- Alternative Loan

Students wishing to apply for a student loan must first complete the FASFA form and receive a response from the federal government. Students must also complete a Loan Request and Acceptance Form indicating the name of the lender and the amount of the loan. This form must be completely filled out and returned to the campus Student Financial Services Office. The master promissory note will be mailed directly to the student from the selected guarantee agency once the loan has been approved. Loan funds cannot be disbursed until the master promissory note has been completed and returned to the lender.

First-time borrowers must complete a loan entrance interview before loan funds are disbursed. Loan funds for first-time, first-year borrowers cannot be disbursed until 30 days after the first day of classes. It is extremely important that you respond promptly to all requests for additional information from Student Financial Services Office. Failure to do so will delay the processing, awarding, and disbursement of your financial aid funds.

Scholarship Programs

Broward Community College scholarships are available on a limited basis for academically talented students

with demonstrated financial need, students who are performing service to the college, or students experiencing a financial hardship. Scholarships are awarded based on available funds. **Students must complete a FAFSA or renewal FAFSA to apply for scholarship funds.** Scholarships are usually advertised in July on the web and on the campus Student Financial Services bulletin boards. The scholarships require students to fill out one scholarship application for all awards. The deadline is usually September 15th, unless otherwise noted.

Institutional Scholarships

Athletic Scholarships provide awards to qualified members of Broward Community College athletic teams. Selection is made by the individual athletic coach prior to the academic year.

Fire Rescue Scholarships provide awards to fire rescue members identified by Broward County Aviation Department. The division determines application and approval processes.

I CAN MAKE IT Scholarships provide awards to Broward County high school students identified as economically, educationally, or socially at risk. Students must be referred by a community organization (i.e., Urban League, Boys Club, and United Way) and students must participate in the BCC campus Mentor Program.

International Student Scholarships provide awards to international students who suddenly find themselves in financial difficulty. Students must have a minimum 2.0 GPA and be recommended by the international student advisor.

Music/Theatre Scholarships provide awards to students, by audition, who are academically talented, and majoring in music or theatre. Awards are usually made prior to the academic term.

Earl Nightingale Scholarships provide awards to academically talented students in the areas of marketing or sales, based upon the recommendation of the Business Administration department.

President's Ensemble Scholarships provide awards to students selected to perform in a Broward Community College musical group. Auditions and recommendations are made through the Music Department.

Principal's Honors Scholarships provide awards to academically talented seniors graduating from a Broward County high school or adult center, based upon the recommendation of the school principal. Other area high schools graduates may be considered based on the availability of funds.

Scholars Awards provide awards to students who graduate in the top 10 percent of their high school graduating class from a Broward County high school. Application and required recommendations must be submitted to the BCC Honors Program Director prior to the academic year.

Service to the College Awards provide awards to students based on their service to the college. Awards are based on the recommendations of staff or faculty members.

Student Ambassador Awards provide awards to students who represent BCC as ambassadors at high schools, college nights and community events. Contact the Student Ambassador advisor on each campus for further award information.

Margaret Roach Award/Two+Two Scholarships provide awards to African-American students graduating from a Broward County high school in the upper quarter of the class (25%) with a 3.0 GPA. Students must be recommended by their high school principal.

Foundation Scholarships

Scholarships are available from private donors, foundations and organizations through the generosity of the BCC Foundation. These scholarships are advertised each July with a September application deadline. Most of these awards require that you file for financial aid. Please check the BCC website and the campus bulletin boards for further information.

Work Study Programs

Federal Work Study Program provides students an opportunity to work on campus and earn up to \$6.50 an hour for 20 hours a week. Funds are limited and awards are made based on the priority filing date of April 15th. Students must fill out an employment packet prior to beginning employment.

Florida Work Experience Program provides eligible Florida students an opportunity to work in the public school system as teacher aides or tutors. Students can earn up to \$10.00. Funds are limited and awards are made based on a priority deadline of April 15th. Students must fill out an Employment Packet and be fingerprinted prior to beginning employment.

Please check with the campus Student Financial Services office for further information and application.

Other Financial Aid

Other scholarship information, when available, is advertised on our web site or on the campus Student Financial Services bulletin boards. Please check periodically for award availability.

Florida Prepaid Tuition Plan

Participants must present their authorization card at the campus cashier's office. Your prepaid tuition will be applied to your fees and you will be responsible to pay the balance. For eligibility questions, call (800) 552-4723.

Florida State Sources of Financial Aid

For more information on Florida programs, obtain a copy of the **2004-2005 Financial Aid Sources for Florida Students** booklet, or access it at www.firm.edu/doe.

Veterans Benefits

Broward Community College is committed to providing services to veterans who have served honorably in the United States armed forces and their eligible dependents. Broward Community College is approved for veterans training in associate degree programs. A student receiving Veteran's Administration (VA) educational benefits who previously received postsecondary training or education elsewhere must request the school(s) to forward an official transcript to the College Registrar's Office. For information regarding credit for military training, see an Academic Advisor on any campus. A student who has not maintained satisfactory progress (2.0 or higher college cumulative GPA) at the end of any term will be placed on academic probation for the next two consecutive terms (for VA pay purposes, "Academic Warning" is the same as "Academic Probation"). If the student has not attained satisfactory progress (2.0 or higher college cumulative GPA) by the end of the second consecutive academic probation term, the student's VA educational benefits

will be terminated. The student may petition the College to be recertified for VA pay purposes after one term has elapsed. The College may then recertify the student when the College determines there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program. Students needing assistance can contact Advisors on Central Campus at (954) 201-6573, North Campus at (954) 201-2330, or South Campus at (954) 201-8846.

Attendance Policies: For Certificate Programs (NCD): Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If nine hours of scheduled classes are missed, the student's benefits are terminated. For Degree Programs (IHL), the class attendance policy is in accordance with the current Broward Community College Catalog, Academic Information, College Regulations, and the Class Attendance Policy.



Special Programs

The Honors Institute

Foreign Study Program

International Affiliate Institutions

Cooperative Education

Army Reserve Officers Training Corps (ROTC)

Special Programs

The Honors Institute

One of the most highly rated two-year Honors Programs in the country, the Honors Institute at Broward Community College serves approximately 800 students annually. Honors sections of required General Education courses are taught in a dynamic seminar style by Honors Faculty and are capped at twenty students to create an enriched and specialized learning experience.

The Honors Institute Mission Statement

The mission of the Honors Institute of Broward Community College is to provide an enriched program in a vibrant, active community of students, faculty and staff that:

- stimulates independent and creative thought;
- challenges the intellect;
- enhances career and professional development;
- builds self-confidence and empowerment;
- provides opportunity for cultural enrichment; and
- promotes a global perspective.

Eligibility for the Honors Institute

All students who have completed 12 college credit hours and have a minimum of a 3.5 overall GPA are eligible to join the Honors Institute. Up to 100 students from Broward County High Schools who rank in the top ten 10% of their class are also recruited annually to join the Honors Institute at BCC. Eligibility information, campus contact information and the Honors Institute Application are available on the BCC website, Honors Institute home page, www.broward.edu.

Honors Institute Scholarships

The Honors Institute offers more than 100 scholarships to qualifying Honors students to cover the cost of six semester hours of tuition each major term. The Honors Institute offers 100 tuition scholarships annually to high school graduates who rank in the top 10% of their classes or who demonstrate advanced capability. Through BCC's International Education program there is a 50% subsidy for students who wish to take part in the International Honors Experience. All graduates of the Honors Institute are eligible for similar scholarships at transfer universities. Scholarships are also awarded to BCC Brain Bowl and Math Team members.

The Honors Certificate

The Honors Certificate is awarded upon graduation to students who achieve at least a 3.5 overall cumulative Grade Point Average, and who earn at least eighteen hours in Honors classes, including three credits in the Honors Interdisciplinary Seminar. Associate in Science and Associate in Applied Science students who earn nine credits in Honors classes will receive Honors Recognition. The Honors Institute Gold Seal is affixed to the diplomas of qualifying graduates and Honors cords are awarded for graduation regalia.

The Honors Institute Convocation University Transfer Scholarships

Each May, the Honors Institute hosts a college-wide Honors Convocation. Departmental and Academic Deans' Honors Awards are presented from each campus. The highlight of the event is the official recognition of more than 150 university transfer scholarships awarded annually to Honors Institute Graduates for all ten of Florida's State Universities and many private universities such as Nova Southeastern, Barry University, and the University of Miami. Qualified graduates of the Honors Institute have also been awarded scholarships to the most prestigious colleges and universities in the nation such as Harvard, Tulane, Cal-Berkeley, Smith, Georgetown, MIT, University of Chicago, University of Texas/Austin and many more.

Social and Cultural Events

Special campus and college-wide social activities are provided for students in the Honors Institute. Honors Institute students are encouraged to participate in the many cultural events presented by Broward Community College.

The Brain Bowl

Students in the Honors Institute have the opportunity to compete for a place on the Broward Community College Brain Bowl Team. Regional and state winners of the annual Florida Community College Brain Bowl receive cash prizes and earn scholarships to upper division universities. BCC's highly successful Brain Bowl team, whose members all receive scholarships, competes in five tournaments a year throughout the state and the South. BCC is the only College to have a Brain Bowl team win five consecutive state championships and the only College to have two teams simultaneously win first and second place.

Phi Theta Kappa

The National Scholastic Honor Society, Phi Theta Kappa, has a chapter on each campus of Broward Community College. Students earning at least a 3.5 overall cumulative GPA, after 12 credit hours, are eligible for membership. The Society provides opportunities for scholarship, leadership, service, and fellowship with other students of high academic standing around the nation. Membership in Phi Theta Kappa also brings opportunities to enter state and national competitions as well as opportunities to attend regional, state and national conferences and seminars.

Foreign Study Program

Broward Community College provides students with opportunities to enroll in several different overseas academic programs. BCC has conducted study programs in foreign locations since 1974, and students participating in these programs earn transferable college credit. BCC offers several

overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered, as illustrated in the following selection of programs. More information about any of the BCC Foreign Study programs may be obtained by contacting the Director of International Education at (954) 201-2206.

Semester in Spain Program

The BCC Center in Spain was established in 1979 to provide students with an opportunity to study for several months in a foreign country at reasonable cost. Students live and attend classes in the beautiful city of Seville, Spain, and earn 15-18 semester hours of credit by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; any student may participate, as the language of instruction is English. Students participating in the Spain Program may choose from several housing options including Spanish families, residencias, dormitories, and pensions. The approximate cost is \$4,900 per semester, plus airfare.

College Consortium for International Studies

Broward Community College is an active member of the College Consortium for International Studies (CCIS), a national organization founded for the purpose of providing high quality international and intercultural programs abroad, at reasonable cost. As a result of this membership in CCIS, Broward Community College offers summer and semester-length academic programs in over a dozen countries including England, France, Germany, Ireland, Italy, and Israel. Students may earn Broward Community College credits when they enroll in any of these programs.

Summer Foreign Study Program

Broward Community College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses provide an excellent opportunity to combine foreign travel experience with academic instruction. By taking advantage of group rates and favorable arrangements with area travel agents, the College is able to offer these overseas academic programs at considerable savings. All foreign-study courses combine on-campus instruction with foreign travel. Participants typically earn three to six semester hours of credit in a variety of subjects, and many courses are of an interdisciplinary nature. These courses are fully accredited and may be applied toward a degree at Broward Community College or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Several different study-tours are offered each summer, with opportunities to study in Europe, the Middle East, Africa, Mexico, and the Orient.

High School in Israel

Qualified students participating in the Alexander Muss High School in Israel Program may earn credit in one or two Broward Community College courses while studying in Israel.

International Affiliate Colleges

Broward Community College has established formal linkages with several institutions of higher education around the world. Since 1981, BCC has maintained, at various times, academic affiliations with educational institutions in Spain, Malaysia, Singapore, Argentina, Ecuador, the United Arab Emirates, India, Sri Lanka, and Vietnam. Broward's COC/SACS accreditation does not transfer to these international affiliates or their students. International affiliates utilize the BCC curriculum and offer courses and programs similar to those offered at BCC. Broward Community College provides technical assistance to facilitate the parallelism and quality of the academic programs offered at all international affiliates.

Current BCC International Affiliates include:

- Pan American Center for Higher Education, Cuenca, Ecuador
- Center for American Education, Bangalore, India
- American College of Higher Education, Colombo, Sri Lanka

Broward Community College also conducts an academic program in Singapore, in cooperation with the Center for American Education (CAE), and maintains a technical assistance agreement with the Centre for American Education in Dubai, United Arab Emirates.

Cooperative Education

Cooperative Education is an academic program that combines on-campus study with directly-related work experience in area businesses, industries, or government agencies. Students must complete a minimum of 144 hours of Cooperative Education work experience during the semester in which they are enrolled in a Cooperative Education course.

Cooperative Education Plans

There are three different Cooperative Education plans offered at Broward Community College.

1. **Cooperative Education Work Experience**
Part-time or full-time paid work experience providing initial entry-level training.
2. **Cooperative Education Internship**
Part-time unpaid experiences that provide entry-level training, often in social service agencies, schools and the broadcast industry.
3. **Cooperative Education for Working Adults**
Full-time paid work experience providing intermediate to advanced training. Current employment meeting program requirements may be used. Job duties may be modified or enhanced in cooperation with the employer.

Cooperative Education Program Benefits

As a Cooperative Education student you can:

- earn academic credit;
- gain practical experience and job knowledge;

- test your career decisions;
- make valuable contacts in your professional field;
- earn an income through work in your field.

Eligible Students

All students who have completed one full-time semester or at least 12 credit hours are eligible to enter the Cooperative Education Program provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing (Students who do not meet this criterion may apply for special entry into the program through the Coordinator of Accelerated Learning).

Cooperative Education Application Steps

Students may apply once they have completed a minimum twelve credit hours at the College.

1. Arrange for an interview with a campus faculty Cooperative Education Coordinator in the appropriate field.
2. Complete the Cooperative Education application form available from the campus Cooperative Education Coordinator.
3. Get accepted by an employer as a Cooperative Education student, employee, intern, or volunteer.
4. Obtain permission from the employer (supervisor) to take Cooperative Education if the current job has been determined to be related to the student's major.

ROTC Program

Broward Community College offers ROTC courses that satisfy the first two years of the four-year Army Reserve Officers Training Corps program or the Air Force Reserve Officers Training Corps program. The Army ROTC courses are offered in conjunction with Florida International University and are taught at the FIU campus in Miami. The Air Force ROTC courses are offered in conjunction with the University of Miami and are taught at the UM campus in Coral Gables.

ROTC is a four-year program that helps students learn leadership skills while in college. Eligible students who complete the ROTC program will be commissioned as an officer in the United States Military upon graduation from a four-year college or university with a Bachelor's degree. The ROTC program offers scholarships and other monetary benefits to participants. Students interested in the Army ROTC program should contact the Military Science Department at Florida International University at (305) 348-1619. Students interested in the Air Force ROTC program should contact the Military Science Department at the University of Miami at (305) 284-2870. Under no circumstances should a student register in ROTC courses without first contacting one of the above programs.

Continuing Education/Workforce Development

The Institute for Economic Development

Continuing Education

Center for Business and Industry

Industry Based Training

WINGS Program

**Health Science Continuing Education and Workforce
Development**

Continuing Education/Workforce Development

The Institute for Economic Development

The Institute for Economic Development is a vital part of the total program at Broward Community College. The Institute emphasizes the community by extending the College into the community through noncredit offerings and programs reaching beyond the traditional limits of the College. The Institute for Economic Development houses the following departments.

- The Continuing Education Department
- The Center for Business and Industry
- Industry Based Training (IBT)
- W.I.N.G.S.

Continuing Education

www.broward.edu (954) 201-7800

The Continuing Education Department offers non-credit courses that provide continuing professional education (CPE) for individuals wishing to upgrade their present skills, to explore new occupational fields, personal education, intellectual enrichment, and or specialty programs.

Continuing Education courses vary in structure and length. Non-credit courses are offered at all BCC campuses (North, A. Hugh Adams Central, Judson A. Samuels South), Tigertail Lake Facility, Pines Center, Commercial Boulevard Center, Willis Holcombe DowntownCenter/Higher Education Complex and other community locations.

Continuing Professional Education

- Aviation
- Building Construction
- Business Management
 - Classroom
 - Online
- Cabling Technology
- Child Care Certification
- Computer Training
 - Classroom
 - Online
- Doula Training
- Financial Training
- Insurance
- Languages
 - Classroom English
 - Classroom ESOL
 - Classroom Foreign
 - Online Spanish

- Real Estate
- Security Officer
- Certified Personal Trainer

Personal Education

- Around the World
- Art and Culture
- Culinary

- Notary Training Classes
- Personal Enrichment
 - Online
- Recreation and Water Sports
- Active Adults +50

Education Preparation

- English for Speakers of Other Languages
- Payroll
- Technical Certification
- Test Preparation
 - Classroom
 - Online
- Young Peoples Summer College

Specialty Continuing Education Programs

Accounting: Continuing Professional Education (CPE) Seminars for CPAs led by nationally recognized speakers.

Children and Divorce: a court mandated, four-hour educational course for divorcing parents who have minor children. This course focuses on the concerns parents have regarding their decision to divorce and the impact this process will have on their children.

Insurance Program: provides courses for people interested in sitting for General Insurance Agents, Adjustors, and Life, Health and Annuity State Licensing Examinations. Continuing education courses for licensed insurance agents and National Professional Insurance Courses are also offered.

Real Estate Program: provides continuing education credits for real estate salespersons, brokers, and community association managers to enable them to maintain their active license status. Mortgage broker tests are given monthly at BCC.

Young People's Summer College: Children eight to sixteen years of age are introduced to Broward Community College educational options, giving them a positive summer experience. Topics are interesting so kids have fun while they learn, and have a chance to become familiar with the college campus environment. Classes are offered in Computers, Drawing, Golf, Paper Mache, Jazz/Hip Hop, Calligraphy, Aviation, Aquatic Science, Play Production, Word Processing, Spanish, Fashion Art, Safe Sitters, Cartooning, Kung Fu, Photography, Cheernastics, Snorkeling, Tennis, Musical Instrument Instruction, Summer Fun with Food, Magic, Memory Power, and Creative Writing.

Information Technology: The Institute meets the computer training needs of the Broward County business community including labor, industry, and government. Our non-credit courses are presented in state-of-the-art laboratories on BCC campuses and our own computer laboratory in the FAU/BCC Building at 1515 W. Commercial Boulevard. Programs for certification include A+, N+, MCSE, MCDBA, MCSA,

CCNA, CIW, and CCNT. Programs are continually added with the advancement of technology and for the growing need of the workforce.

The Institute has three methods for providing workshops in a range of popular microcomputer programs.

1. Computer seminars scheduled on a regular basis at our own state-of-the-art microcomputer laboratory. These seminars are designed to provide basic skills in a short time that will be used immediately upon return to the work place. These seminars are limited to 16 participants, each of whom has the exclusive use of a computer during the seminar.
2. Non-scheduled seminars as above are offered to companies seeking custom training but arranged on a contractual basis. Admission to these classes is limited to the enrollment contracted for in the Training Agreements.
3. Online Internet courses are offered for individuals who prefer to learn from home or office. A wide variety of course topics are scheduled monthly, and curriculum is available for viewing at website www.broward.edu.

Center for Business and Industry

www.broward.edu
(954) 201-7814

The Center for Business and Industry (CBI) at Broward Community College's Institute for Economic Development works to support the economic well-being of Broward County's work force. CBI provides design, development, delivery and evaluation of training programs as well as professional consultation to address workplace problems. Established in 1990, CBI has structured, diverse, competency-based programs for industries and organizations focused on enhancing the skill and information base of employees. Programs are delivered by qualified trainers, business practitioners, and experienced educators to guarantee timeliness and quality.

CBI's programs are offered at all campuses and centers. Options include:

- Customized training at business and industry sites
- Short-term training at all campuses and centers
- Existing seminars and workshops
- High Impact Adventure Training Ropes Courses

Customized on-site training means an end to generic, expensive and time-consuming seminars and extensive travel. Customized programs are designed to meet specific needs of a company without requiring travel from the comfort and convenience of the firm's location. Practitioners and consultants with successful business and industry backgrounds help define training needs. Technical skills, management skills and team-building programs are tailored to the culture of the business and the learning styles of employees. Customized training offers a choice of formats best suited to employees and employers.

Short or long-term programming, lasting from a few hours to several months, is available.

Industry Based Training

Industry Based Training (IBT), is designed to bridge the gap between local labor market needs and the abilities of the workforce through the delivery of customized training services and on-the-job training. Major employers provide up-front commitments to hire. IBT recruits individuals for these companies and provides customized, competency-based training leading to specific jobs in these workplaces. The length of training is a minimum of four weeks and is full time. How the training is delivered is dependent upon the specific jobs. For example, school bus drivers are trained in a classroom setting for three weeks, followed by road training in the school bus, for a total of about six weeks. Each program offered is unique. This one results in a Commercial Driver's License (CDL "B") and employment with the School Board of Broward County.

Our training is federally funded and is free to eligible individuals. The participating employer selects people who qualify for services and meet the employer profile in advance of training. Jobs are guaranteed to trainees based upon successful program completion. All jobs are full time and provide fringe benefits.

These training programs have been in existence in Broward County since 1984, and have been offered through Economic Development since 1997. IBT is located on BCC's South Campus, Building 88, Room 102, 7200 Pines Boulevard, Pembroke Pines, FL 33024, (954) 201-8055.

WINGS (Women Investigating New Goals and Services)

WINGS is a comprehensive re-entry program offering assistance to women who are in transition due to the separation, divorce, death, or disability of a spouse. Due to their circumstances, they need to enter the job market, or return to school for training to re-establish themselves as responsible, independent, self-supporting citizens. They have many barriers to employment due to their lack of recent work experience, lack of education, lack of updated skills, and low self-esteem. Our program helps to eliminate these barriers.

Our free programs offer:
Career counseling and assessment
Building self-esteem
Assertiveness training
Communication skills
Job search skills
Resume writing
Basic computer literacy training
On-going support services

Workshops and computer classes are offered during the day and evening schedules, in both **English and Spanish**. Workshops are offered at the North,

A. Hugh Adams Central and Judson A. Samuels
South Campuses of Broward Community College.

To register for WINGS workshops, participants may call North Campus at (954) 201-2398, or South Campus at (954) 201-8874.

Health Science Continuing Education and Workforce Development

The Health Science Continuing Education program provides educational opportunities for health professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College through continuing education offerings for health care providers. Target groups include medical office personnel, dental assistants and hygienists, dietitians, registered and licensed practical nurses, medical assistants, medical laboratory personnel, nursing home administrators, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees.

Health Science Continuing Education is an approved provider for the American Association of Medical Assistants**, American Dietetic Association**, Board of Massage (DPR Provider MCE-129-03 Exp. 8/2003); Florida Certification Board, Inc. (Florida Department of Health Provider #143A); Clinical Laboratory Personnel (recognized by National Certifying for Clinical Lab Personnel) DPR Provider #JP3; Certified Case Manager Commission, Provider 00060005; Dental Assisting National Board, Inc.; Florida Physical Therapy Association; Florida State Board of Dentistry Provider #P00020; Florida State Board of Nursing; Provider #2163; Nursing Home Administrators; Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling (BAP#73, Exp. 3/31/05); Department of Radiologic Technology HRS Provider #3200006 (Category A); and Respiratory Care**.

**Contact the individual Professional Board for rules and guidelines.

Interprofessional collaboration in programming fosters interaction among health care practitioners in order to provide improved quality health care. We support the concept of learning as a continuous process of formal and informal educational learning experiences. Continuing education is supplemental to formal education and, therefore, most appropriate as short-term, non-credit offerings.

Offerings are available at all campus sites and various off campus facilities. Day, evening, and weekend classes provide opportunities for continuing education. The format for classes includes seminars, workshops, short and long-term courses and special educational programs. College credit courses, home study, audio and video offerings are also available. Contracted instructional services meet the needs of individual institutions, agencies, or groups.

Non-credit and credit courses are in the publication, *Continuing Education for Health Professionals Schedule*, which is published three times a year. Additional flyers announce individual offerings periodically. For information regarding these programs contact Continuing Education for Health Professionals at (954) 201-6768.

In addition to credit and non-credit courses the department offers Advanced Technical Certificates (ATC). The ATC has been identified as a program of instruction consisting of nine credit hours or more but less than 45 credit hours of college-level courses, which may be taken by students who have already received an Associate of Science degree and are seeking an advanced specialized program of study to supplement the associate degree.

The department offers Advanced Technical Certificates in the following areas.

- Basic Perioperative Nursing
- Coronary Care Nursing
- Critical Care Nursing
- Graduate Nurse Intern
- Home Health Nursing
- Multi-skilled Healthcare Professional
- Vascular Sonography

Basic Perioperative Nursing

The Basic Perioperative Nursing courses are offered to licensed registered nurses who require additional course work to be employed in an operative/surgical unit. An Advanced Technical Certificate in Basic Perioperative Nursing will be to students who complete the following courses with a grade of "C" or higher:

NUR 2293 Basic Perioperative Nursing	8 cr.
NUR 2293L Basic Perioperative Practicum	5 cr.

Coronary Care Nursing

The Coronary Care Nursing course is offered to licensed registered nurses who require additional course work to be employed in a coronary care unit. An Advance Technical Certificate will be awarded to students who complete the following courses with a grade of "C" or higher.

NUR 2294 Coronary Care Nursing	9 cr.
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Critical Care Nursing

The Critical Care Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a critical care specialty unit. An Advance Technical Certificate in Critical Care Nursing is awarded to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses

NUR 2391 Care of the Critically Ill Newborn	4 cr.
NUR 2392 Critical Care of the Pediatric Client	5 cr.
NUR 2292C Introduction to Critical Care Nursing	5 cr.
NUR 2274 Emergency Nursing	3 cr.
NUR 2274L Emergency Nursing Practicum	3 cr.

Graduate Nurse Intern

The Graduate Nurse Intern courses are offered in licensed registered/graduate nurses who require additional courses to meet a healthcare agency's requirement for employment. An Advanced Technical Certificate will be awarded in Graduate Nurse Intern to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses.

NUR 2946	Nurse Internship	1 cr.
NUR 2946L	Nurse Internship Clinical Lab	6 cr.

And 2 or more credits of the following:

CVT 1501	Basic Electrocardiography	2 cr.
HUN 1202	Essential of Nutrition and Diet Therapy	3 cr.
MLS 1525C	Medical Lab. Tech III (Phlebotomy)	5 cr.
NUR 2930	Comparative Health Care Systems	3 cr.
SPC 1024	Intro to Speech Communications	3 cr.
	OR	
SPC 1600	Public Speaking	3 cr.

Home Health Nursing

The Home Health Nursing courses are offered to licensed registered nurses who require additional courses to be employed with a home health nursing agency. An Advanced Technical Certificate, Home Health Nursing, will be awarded after a minimum of nine credit hours are completed in any combination of the following courses.

NUR 1271	Foundations of Community Health	3 cr.
NUR 1272	Community Health Care	3 cr.
NUR 1273	Health Promotion & Prevention	3 cr.
NUR 2062	Health Assessment of the Adult Client	5 cr.
NUR 2275	Transition to Home Health Nursing	2 cr.
NUR 2275L	Transition to Home Hlth Nursing Cl	2 cr.

Multi-Skilled Healthcare Professional

The Multi-Skilled Health Care Professional courses are offered to Associate in Science degree graduates who are licensed Healthcare professionals needing cross-training in other discipline areas. An Advanced Technical Certificate, Multi-Skilled Healthcare Professional, will be awarded after a minimum of nine credit hours are completed in any combination of the following.

CVT 1501	Basic Electrocardiography	2 cr.
HCP 1930	Fundamentals of Cardiac Catherization	3 cr.
HAS 1100	Medical Admin./Hospital Business Op.	3 cr.
MLS 1525C	Med. Lab Tech III (Phlebotomy)	5 cr.
NUR 2062	Health Assessment of the Adult Client	5 cr.
NUR 2940C	Respiratory Care Training for Nurses	12 cr.
	OR	
NUR 2941C	Respiratory Nsg.: Oxygen	2 cr.
NUR 2942C	Respiratory Nsg.: Chest Therapy	2 cr.
NUR 2943C	Respiratory Nsg.: Treatments	1 cr.
NUR 2944C	Respiratory Nsg.: Protocols	2 cr.

Vascular Sonography

The Vascular Sonography Courses are designed to prepare the registered Sonographer for the registry examination given by the American Registry of Diagnostic Medical Sonography (ARDMS) to become a Registered Vascular Technologist (RVT). An Advanced Technical Certificate: Vascular Sonography, will be awarded after nine credit hours are completed.

SON 2171	Vascular Sonography	3 cr.
SON 2175	Vascular Sonography II	3 cr.
SON 2176	Vascular Sonography III	3 cr.



General Academic Information

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General Academic Information

Academic Honors

The College recognizes exceptional scholastic achievement at the end of each regular term and posts them to transcripts and grade reports.

The **President's List** includes the names of students carrying 12 or more semester hours who have a grade point average of 4.0.

The **Dean's List** includes the names of students carrying 12 or more semester hours who have a grade point average of 3.50 to 3.99.

The **Honor Roll** includes the names of students carrying 12 or more semester hours who have a grade point average of 3.25 to 3.49.

Academic Load

To be considered full-time, students must carry a minimum load of 12 semester hours per academic term or an equivalent number of clock hours for an educational program using clock hours. Usually, the Offices of Social Security, Railroad Retirement, and Veterans Administration consider 12 credit hours to be a full load.

The maximum load that may normally be carried is 18 credit hours per academic term or an equivalent number of clock hours. However, students who earn a grade point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 credit hours per academic term or an equivalent number of clock hours. The maximum load for a six-week summer session is nine credit hours or an equivalent number of clock hours. The normal load for a six-week summer session is six credit hours or an equivalent number of clock hours.

If the student must have the hours in order to graduate, a student in the last term of residence prior to graduation may carry an overload even though his/her grade point is not high enough under the above policy. In no event should the student enroll for more than 21 credit hours, except with the approval of the Academic Standards Committee.

A student who has earned 25 or more semester hours credit is classified as a sophomore.

Transcript Evaluation

Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, College Registrar's Office, 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301, prior to or within 30 days of the start of the initial term of

enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed.

An official evaluation of credit courses' transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is considered completed. Transfer credits may be accepted only from other regionally accredited colleges or universities or from out-of-country universities when commercial evaluations of those transcripts are provided.

Previously earned credits and grades may transfer in, but may not be accepted for a specific degree program. All grades from other colleges are computed in the cumulative grade point average at BCC, including failing grades at previous colleges. Failure to report previous college-level work attempted constitutes a falsification of application and subjects the applicant to loss of all credit earned and may result in dismissal.

An applicant who was not in good standing at the last institution attended will be treated in the same manner as if he/she was suspended from Broward Community College. Transfer students who have already completed an A.A. or baccalaureate degree at another college or university, cannot enroll in an A.A. degree program at BCC.

Academic Standards of Progress

Broward Community College strives to provide the highest quality of instructional and support services. Students accepted into certificate and degree programs will be continually evaluated to ensure that standards of progress are achieved and to identify and provide assistance to students who experience academic difficulties. BCC is committed to providing assistance for all students in order to provide an optimal learning experience so that students will be able to succeed in achieving their educational goals.

The regulations regarding academic standards of progress apply to all degree and certificate students. In determining academic progress, college credit, vocational credit and college preparatory credit are combined. "Earned Credit" is defined as all courses in which the student receives a grade. Courses taken for audit, courses for which a student receives a refund, and courses in which a student has withdrawn during the withdrawal period will not be included in the determination of academic standing.

Academic Warning Any students shall be placed on academic warning at the end of a term if the student has earned 0-29.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade

point average. Students on academic warning should see an academic advisor or counselor prior to registering for the next term.

Academic Probation Any student shall be placed on academic probation at the end of a term if the student has earned 30-45.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. Students on academic probation should see an academic advisor or counselor prior to registering for the next term.

Academic Suspension Any student shall be placed on academic suspension at the end of a term if the student has earned at least 46.0 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. Students academically suspended will not be permitted to enroll for one semester (fall, winter, or full summer) following the term in which they were suspended.

After the first academic suspension, and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee at the campus where they wish to enroll. The student must follow any instructions pertaining to course selection. Any subsequent suspensions will require the student to petition and appear before the Academic Standards Committee prior to re-entry.

Cancellation of Previous Unsatisfactory Record

Students in Associate in Science, Associate in Applied Science, Certificate or Diploma Programs who have previous unsatisfactory academic records may petition for cancellation of their previous academic record. If, at the end of 24 credit hours, Associate in Science and Associate in Applied Science Degree students have achieved a grade point average of 2.0 or above, they may be granted cancellation of the previous unsatisfactory academic record, except in the case of students enrolled during or later than Term I, 1997-1998. For Certificate and Diploma students, the requirement is completion of one-third of the total program hours and a grade point average of 2.0 or above. Normally, this cancellation will not be approved unless the unsatisfactory student performance is at least two academic years old.

Canceled academic records will be completely disregarded in the calculation of credit hours and grade point average. However, these students' permanent records will show all work attempted and all grades earned along with a notation about the cancellation granted by the College.

Under the articulation agreement binding the Florida public community colleges and state universities, this policy may not be applied to Associate in Arts degree students.

Class Attendance Policy

Each professor's attendance policy is communicated in writing in the course syllabus. By staying in the class, students are agreeing to abide by that attendance policy.

Students will notify instructors in advance of absences(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. According to College policy, there shall be no penalty for a student who is absent because of religious holy days, the student's serious illness, a death in the immediate family, or statutory government responsibilities. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. The student shall present documentation for non-penalized absences should the faculty member request it. Students will be responsible for material covered during an absence. Excessive absences may result in withdrawal from the course by the professor or the assignment of an "I" grade when the instructor authorizes non-penalized absences but the work cannot be completed in the time available.

Campus/Center Closing

Owing to unanticipated circumstances that are beyond anyone's control, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or facilities, a campus or the College may be closed. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make up the lost class time.

Final Grades and Records

Final grades for each term are retained permanently. Grade point averages for graduation and honors are calculated only on college and vocational level academic work and include work attempted at all colleges. The following grades are used to calculate the grade point average (GPA).

Grade		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades do not affect the GPA

Grade	Points	
I	Incomplete	0
W	Official Withdrawal	0
X	Audit	0
XW	Audit Withdrawal	0
NC	Non-credit course	0
NG	No Grade Assigned	0
NR	Grade not received	0
S	Satisfactory	0
U	Unsatisfactory	0

Incomplete Grade "I"

An "I" grade may be given when a student who is in good standing and with documented extenuating circumstances has not completed the required coursework by the end of the term. The student should make arrangements to complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

Official Withdrawal "W"

Florida State Board of Education requires community colleges to adhere to the following procedures relating to the award of a "W" as a result of a student's withdrawal from a course.

- The student may withdraw without academic penalty from any course by the mid-point of the semester.
- The student will be permitted a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

Audit-X and XW

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, class requirements. No grade will be assigned and no credit will be awarded. However, an audit will count as an attempt if such enrollment status is declared after the drop/add period.

The transcript will indicate a course was audited by listing an "X" grade, but an "XW" indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit.

The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction may not be enrolled as audit students.

Non-credit Course "NC"

The "NC" is assigned automatically for any non-credit hour course. "NC" is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

No Grade Assigned "NG"

The "NG" is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses and continuing education classes.

No Grade Reported "NR"

The "NR" is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

Satisfactory/Unsatisfactory "S"/"U"

The "S" and "U" grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure 6Hx2-4.19 provide procedural due process to students..

Grounds for Using the Grade Appeal Process for Final Course Grades

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed, written form, his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

Grounds for Using the Grade Appeal Process for Academic Dishonesty.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process.

The complete grade appeal procedure can be found in the *Student Handbook* and in the *Grade Appeal Brochure*. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

Applicable Catalog

A student who is continuously enrolled in degree, certificate or diploma programs (except summer terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the BCC catalog in effect when initially enrolled or the catalog in effect at the time of graduation. If a student's attendance is interrupted by two or more major terms (summer terms excluded), the student must meet the requirements of the catalog in effect at the time of re-entry, or at the time of graduation. A student cannot graduate under a catalog in effect at the time of initial enrollment if the College has eliminated the degree, certificate or diploma program.

Students entering specialized programs, such as the health science programs, may graduate under the provision of the catalog in effect when the student was admitted to the specialized program.

Recency of Credit

College courses completed more than 10 years ago may require validation by examination. Science courses completed more than ten years prior to the date of application to a health science program will not be accepted unless the student obtains departmental approval.

Graduation Honors

The calculation of the grade point average for honors includes the Broward Community College record and any previous credit transferred to Broward Community College. Students may graduate with honors in three grade point categories.

Honors: overall GPA of 3.250-3.499
High Honors: overall GPA of 3.500-3.749
Highest Honors: overall GPA of 3.750-4.000

Honor Students are recognized at graduation and honors designations will be shown on final transcripts.

Semester Credit Hour

For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Clinical courses will vary in the number of hours per semester credit hour. For Vocational Certificates the unit of credit is the vocational credit. Each vocational credit represents 30 clock hours of instruction.

Short sessions, weekend college, and classes that meet less than three times per week are adjusted to include the same time equivalent as the 16 week terms.

Semester System

The academic year is divided into three semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

Terms I (fall) and II (winter) are approximately seventeen weeks in length. Each of these terms includes a Session 2, and a Session 4 of approximately eight weeks in length; and a Session 3 of approximately twelve weeks in length.

Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is twelve weeks in length, and Sessions 2 and 3 which are six weeks in length.

Grade Forgiveness Policy

A student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a "D" or "F" grade. The number of repeat attempts is limited to two per course. Repeating a course removes the previous grade only from a student's grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average. The State University System articulation agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Maximum Attempts Per Course

A student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses taken after Term 1, 1997. Attempts include the original grade, repeat of courses, withdrawals and audits. Courses taken at other institutions are not counted as an attempt.

A student may repeat only those courses in which a "D" or "F" grade was earned. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances.

This rule does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or those that are being repeated as part of the regulatory requirement for continuing education to stay current in a field such as teacher education.

Florida law requires colleges to assess students the full cost of instruction after the second attempt. The law also provides for exceptions to this

extra fee if there are extenuating circumstances, such as a student's serious illness, involuntary call to active military duty, changes of employment, or other extraordinary situations. Petitions for exception to the full cost of instruction based on extenuating circumstances can be obtained from any campus Registration or Advisement office.

Students are strongly encouraged to discuss, with their advisor/counselor and financial services officer, the effect withdrawing or repeating a course may have on their academic programs and financial aid status.

Course Pre-requisites and Co-requisites

Pre-requisite and co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If a student registers for a course for the next term while currently enrolled in a pre-requisite course, then the student must satisfactorily complete the pre-requisite course or withdraw from the higher-level course. Otherwise, the student may be dropped from the course for which he/she is ineligible. Students, who have completed a pre-requisite course at another institution, must furnish proof before registering for the higher-level course. Co-requisites are courses that must be completed together. An example is a science course and the associated laboratory. You cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are stated within the course description section of this catalog.

Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions in this catalog.

Student Ombudsman

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

Academic Standards Committee

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

1. The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
2. The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
3. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
4. In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
5. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
6. The student shall be notified in writing of the Vice President's decision.

Academic Honesty

Broward Community College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors. A student's academic work

must be the result of his or her own thought, research, or self-expression.

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work formation to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Breaches of Broward Community College's policy on academic honesty may result in academic penalties and/or disciplinary action. At the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. In addition, the instructor or another BCC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the BCC Student Handbook. Such discipline may include suspension or expulsion from the College.

Family Educational Rights and Privacy Act (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.



STUDENT SUPPORT SERVICES

Academic Advising and Counseling

Career Planning and Employment Services

Disability Services

Bookstores

Learning Resource Centers

Libraries

The Mentor Program

Childcare Services

Student Support Services

Academic Advisement and Counseling

Academic Advisors and Counselors are available on each campus/center to instruct students in the following areas.

- Educational and Career planning.
- Choosing appropriate courses for desired major.
- Utilizing self-advancing resources/tools.
- Coaching on strategies that promote academic success, such as study skills, time management, test anxiety, decision-making and communication skills.
- Preparation for university transfer or the world of work.
- Referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and crisis counseling.

For further information and support, students may contact our Advisors and Counselors:

A. Hugh Adams Central Campus	(954) 201-6528
North Campus	(954) 201-2305
Judson A. Samuels South Campus	(954) 201-8875
Willis Holcombe Downtown Center	(954) 201-7491
Pines Center	(954) 201-3601

NOTE: All first-time-in-college degree-seeking students are required to meet with an Advisor and Counselor the first semester for advisement and educational planning.

It is highly recommended that all students learn to use the online self-help advising tools, degree audit, search for open classes, and registration system.

Career Planning and Employment Services

Career planning and employment services are available to all students and alumni of Broward Community College. A variety of services are available to assist you in making career decisions, setting career goals, and preparing for a job. Students are encouraged to do the following:

- Take self-assessments to generate a list of prospective occupations that match your preferred work activities, interests, personality preferences, values, skills and life goals.
- Use computerized career information systems and print materials to evaluate various careers, working conditions, salary levels, and employment outlook.
- Research career options that match your major.
- Make an appointment for individual career counseling, including educational planning and/or job-seeking assistance.
- Examine university catalogs or access online information and counseling manuals for transfer requirements about the programs you may wish to pursue.

- Access national educational directories and career libraries.
- Access full or part-time job listings and internships posted through your campus' Career Center
- Access student work-study jobs and jobs at posted on the Broward Community College's website.
- Learn about on-campus employer recruitments.
- Obtain assistance for resume and cover letter writing strategies.
- Develop successful job interviewing skills.
- Consider taking the SLS 1301 Career Planning course.

You may visit the Career and Employment Services Office at the campus location of your choice.

A. Hugh Adams Central Campus	
Building 19, Room 116	(954) 201-6612
North Campus	
Building 46, Room 238	(954) 201-2272
Judson A. Samuels South Campus	
Building 68, Room 100	(954) 201-8865
Willis Holcombe Downtown Center	
Building 33, Room 117	(954) 201-7491
Pines Center Room 107	(954) 201-3601

Disability Services

Broward Community College seeks to comply with all relevant laws enacted at every level of government to provide access to students with special needs. Students with documented disabilities are assured participation in all College activities and services. Individuals who plan to attend Broward Community College should contact the Disability Services Specialist on their campus. Each student will be provided with appropriate accommodations based on his/her documented disability, individual needs, and College policy.

Some of the services available are adaptive technology, specialized testing, sign language interpreters, real-time captioners, readers, scribes, and note-takers. Students receiving assistance from Vocational Rehabilitation or the Division of Blind Services are required to apply for financial assistance at Broward Community College. For further information, call (954) 201-7545.

Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the students, faculty, administration and staff. The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries,

reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, cell phones, beepers, and a whole lot more. Services also include special orders for books and software not normally carried as basic stock, and buy-back of used college books. Prices are established according to the national standard typically found at other colleges and universities. The bookstore accepts Visa, Master Card, Amex & Discover credit cards. Textbooks can be ordered online at www.broward.edu/bookstore. Bookstore hours of operations are posted on our website.

A. Hugh Adams Central Campus, Building 19	(954) 201-6830
North Campus, Building 46	(954) 201-2224
Judson A. Samuels South Campus Building 67	(954) 201-8805
Willis Holcombe Downtown Center FAU Tower	(954) 762-5204
Pines Center, Building 101	(954) 201-3604

Learning Resource Centers

The overall goal of the Learning Resource Center on each of the campuses is to provide faculty and students with access to up-to-date instructional and support services in both the classroom and learning laboratories. BCC Student ID Cards validated for the current term are required at each BCC LRC.

Learning Labs

The Learning Labs exist to help students succeed in their courses. Each campus/center has a discipline lab for English/ESL, Math, Modern Foreign Languages and Reading. These labs assist students with both college-prep and college level courses.

Tutoring

Tutoring services are available for several disciplines. Interested students are advised to contact the Learning Resource Center on each campus for tutoring details.

Each of the Learning Resource Centers also maintains a hands-on self-study area for Anatomy and Physiology review. Models and study materials are available for individuals or small groups.

In addition, open computer labs with direct Internet access are available to students on each of the campuses/centers for both research and homework needs.

Classroom Support

Another function of the learning resource center is to support quality instruction by providing computer/audio visual equipment and materials to the campus classrooms. Each campus maintains an extensive library of video and other instructional materials to enhance classroom instruction. Specific information regarding availability and scheduling procedures for the use of classroom materials and

equipment may be obtained by contacting the campus Learning Resource Centers.

A. Hugh Adams Central Campus Building 17	(954) 201-6660
North Campus, Building 62	(954) 201-2260
Judson A. Samuels South Campus, Building 72	(954) 201-8909
Pines Center, Building 101	(954) 201-7595
Willis Holcombe Downtown Center HEC Rm. 430	(954) 201-7595

Libraries

The library on each of the College's campuses is a joint-use facility. Consequently, policies, procedures, and hours of operation differ slightly from one location to another.

On the A. Hugh Adams Central Campus, the University/College Library is located in building 17. This is a joint library of A. Hugh Adams Central Campus and Florida Atlantic University. The goal of the library is to provide academic support programs of study and to create a stimulating environment that will encourage academic achievement. Students may use LINCC, the electronic catalog, and databases available in-house and through other automated systems to facilitate research. All resources are accessed through the University/College web page.

Students on the College's North and Judson A. Samuels South Campuses are also served by joint-use facilities. The College and the Broward County Public Library System jointly operate these libraries. On North Campus, the joint BCC/Broward County Library is located in building 62, and on the Judson A. Samuels South Campus, the joint BCC/Broward County Library is located in building 72. Both of these facilities have access to the county's electronic catalog which permits the user to search all the holdings in the entire Broward County Library System as well as a large assortment of electronic databases. Research using the catalog and electronic databases is available at each library location, as well as through the College's web page.

Students who attend the Willis Holcombe Downtown Center or the Pines Center are served by a Broward County Library, which is located nearby.

Library Cards

BCC students are eligible to use all campus libraries. However, due to their particular partnerships, different library cards are required on the campuses to check out materials. Students must have a BCC identification card in order to access materials from the University/College Library on the A. Hugh Adams Central Campus. Students at the North and Judson A. Samuels South Campuses and the Willis Holcombe Downtown Center and the Pine Centers must have a Broward County library card. Since each location is unique, materials that have been checked out must be returned to the campus from which the material was borrowed.

The library staff encourages students and faculty to make suggestions for the improvement of service and appreciates recommendations for titles to be added to the collection. Qualified staff is available at each location to help patrons identify, locate and use library materials. For further information and for the different campus library hours of operation, please contact the individual campuses.

A. Hugh Adams Central Campus
 Building 17 (954) 201-6660
 North Campus,
 Building 62 (954) 201-2261
 Judson A. Samuels South Campus
 Building 72 (954) 201-8909
 Pines Center, Building 101 (954) 201-3619
 Broward County Main Library (954) 357-7444

The Mentor Program

The Mentor Program matches BCC faculty and staff volunteers with students who want to enhance academic success. Student participants have opportunities to explore careers, connect with valuable resources, learn study skills and become more involved in college life. For more information, contact one of the Mentor Program offices.

A. Hugh Adams Central Campus (954) 201-6358
 North Campus (954) 201-2312
 Judson A. Samuels South Campus (954) 201-8994
 Willis Holcombe Downtown Center (954) 201-7420

Childcare Services

Broward Community College offers Childcare Services for students and faculty. The centers' mission is to provide an enriched, innovative educational program focusing on reading, writing, mathematics, and language arts and readiness skills. The curriculum also emphasizes proper manners in an environment that is positive and safe. In addition to the children's program, parents are invited to workshops designed to enhance parenting skills. For cost and further information, contact one of the childcare center locations:

BCC-North Campus
 Little Learners' Child Development Center
 1150 Coconut Creek Parkway, Bldg 63
 Coconut Creek, FL 33066
 (954) 201-2440, Fax (954) 201-2445
 Director: Leta Wilson

BCC/FAU Child Development Center
 3501 SW Davie Road
 Davie, FL 33314
 (954) 201-6987, Fax (954) 201-6985
 Director: Pamela Feldman



Student Activities

Student Life

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Intercollegiate Athletics

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Student Life

Student Life offices provide information and support for student clubs, the Student Government Association, student development and leadership, student health insurance, wellness education, bulletin board approval, bus schedules, student ID card services, and campus events. In addition, Student Life sponsors intramural/recreational sports, comprised of a variety of competitive athletic leagues and tournaments. Student Life programs and services are available to currently enrolled BCC students with a valid student ID card. To learn more about activities/programs, contact a Student Life Office at any of the following locations or visit student life on line at <http://www.broward.edu/>.

- A. Hugh Adams Central Campus
Building 19, Room 106 (954) 201-6756
- North Campus
Building 46, Room 133 (954) 201-2325
- Judson A. Samuels South Campus
Building 68, Room 188 (954) 201-8911
- Willis Holcombe Downtown Center
Building 33, Room 107 (954) 201-7377
- Pines Center
Building 100, Room 117 (954) 201-3601

Student Organizations

Student organizations, clubs and programs contribute to the total experience of the college student. Operating under the supervision of the Dean of Student Affairs and the Director of Student Life/Development, student organizations encourage cultural, social, and intellectual development. Students are encouraged to participate. Detailed information on current campus organizations can be obtained in the Student Handbook, which can be visited online at <http://www.broward.edu>.

Student Government

SGA operates on all campuses and the Downtown Center. Students are encouraged to participate and represent student interests. For more information, contact your respective Student Life Office.

Tigertail Lake Center

The Tigertail Lake Center provides water sports programs, a conference facility, the ropes challenge course, recreational trips, intramural beach volleyball, and credit and non-credit water sports classes. Water sports training and recreational opportunities are offered in sailing, windsurfing, snorkeling, and kayaking to all BCC students and staff. Monthly water sport trips to the Florida Keys are available to all students. Most activities at the Tigertail Lake Center are available without charge to BCC student and student organizations. The Tigertail Lake Center is located on the entrance drive to Outdoor World in Dania Beach. Please call the Water Sports Office at

(954) 201-4500 for information and a brochure, or visit Tigertail Lake online at <http://www.broward.edu/>.

Intercollegiate Athletics

The purpose of the BCC intercollegiate athletic program is to provide an opportunity for students to learn the values of self-discipline, sportsmanship, team building, and academic excellence. BCC Intercollegiate athletics fosters the development of physical, intellectual, emotional and social skills in student athletes and encourages athletes to carry these lessons onto the playing field, into the classroom, and in the community. BCC currently fields teams in men's and women's basketball, men's baseball, women's softball, women's volleyball and women's tennis. Scholarships are offered to some student athletes. For more information, call the Athletics Office at (954) 201-6997 or visit Athletics online at <http://www.broward.edu/>.

Student Publications

The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the College's biweekly newspaper, is a combined product of students from the journalism program at North, A. Hugh Adams Central and Judson A. Samuels South campuses. Student reporters engage in responsible, objective practices of writing, while those interested in photojournalism, design, graphics, desktop publishing and advertising can apply their abilities in preparing camera-ready pages for print. The *Observer* is a highly touted college wide student publication, having received All-American ratings and two national Pacemaker ratings from a national critiquing service, in addition to numerous state awards since its inception in 1986. Many student editors receive scholarships to produce The *Observer*. For more information, contact the advisor, at (954) 201-8035. Students may visit the *Observer* online at www.broward.edu/.

P'an Ku

P'an Ku is the BCC Student Literary/Arts Magazine. Published twice yearly, *P'an Ku* features the creative efforts of students throughout the College in the literary and visual arts. Poetry, short stories, art, and photography are sought for publication. Watch for the announcements of submission deadlines during the year. *P'an Ku* has won both regional and national awards. Though based at Judson A. Samuels South Campus, *P'an Ku* encourages students from all campuses to participate. The magazine is looking for writers, artists, photographers, and anyone else who would like to be part of the staff. No prior experience is needed, only enthusiasm! For more information, call Dr. Patrick Ellingham, Faculty Advisor, at (954) 201-8858 or the editorial office at (954) 201-8044. You can also visit the *P'an Ku* website at www.broward.edu/.

Student Rights and Responsibilities

Student Code of Conduct Policy and Procedure

Sexual Harassment Policy and Procedure for Students

Sexual Battery/Assault Policy and Procedure for Students

Non-Discrimination and Harassment Policy and Procedure for Students

Student Grievance Policy and Procedure for Non-Instructional Issues

Student Bill of Rights

Dismissal of Disruptive Students Policy and Procedure

Student Rights and Responsibilities

Student Code of Conduct

The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students, as well as appropriate disciplinary procedures and sanctions.

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the *Broward Community College Student Handbook*, the *College Catalog*, other official publications, and the BCC web site at <http://www.broward.edu>.

Any student or student organization found to have committed the following misconduct, on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures.

1. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as

one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b. Furnishing false information to any BCC official or faculty member.
 - c. Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
 - d. Tampering with the election of any recognized BCC student organization.
2. Disruption: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non-BCC activities, when the act occurs on BCC premises.
 3. Abuse: physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
 4. Theft or damage to property: attempted or actual theft of and/or damage to BCC property or the property of a member of the BCC community or other personal or public property.
 5. Discrimination as defined in BCC Policy 6Hx2-5.22
 6. Sexual Harassment as defined in BCC Policy 6Hx2-5.20
 7. Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20
 8. Hazing as defined in Florida State Statute 240.1325
 9. Non-compliance with directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 10. Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
 11. Violation of published BCC policies/procedures, rules or regulations.
 12. Violation of law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
 13. Controlled substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
 14. Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
 15. Public intoxication.
 16. Weapons and dangerous materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
 17. Unauthorized demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading

or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

18. Obstruction of movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
19. Disorderly conduct: conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
20. Computer usage:
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. unauthorized transfer of a file.
 - c. unauthorized use of another individual's identification and password.
 - d. use of computing facilities to interfere with the work of another student, faculty member or BCC official.
 - e. use of computing facilities to send or receive obscene or abusive messages
 - f. use of computing facilities to interfere with the normal operation of BCC computing system.
21. False representation: contracting or representation in the name of the College.
22. Abuse of the student discipline system, including but not limited to:
 - a. failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so;
 - b. falsification, distortion, or misrepresentation of information before a Student Conduct Committee;
 - c. disruption or interference with the orderly conduct of a Student Conduct Hearing;
 - d. false accusations of student misconduct knowingly without cause;
 - e. attempting to discourage an individual's proper participation in, or use of, the student discipline system;
 - f. attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing;
 - g. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing;
 - h. failure to comply with the sanction(s) imposed under the Student Code;
 - i. influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
24. Violation of law and BCC discipline.
 - a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions

imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.

- b. BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by federal, state or local authorities with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.
- d. BCC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

1. the offense occurred at an event that was sanctioned by an officer of the organization;
2. organizational funds are used to finance the activity;
3. the event where the offense occurred is substantially supported by the organization's membership;
4. members with knowledge of the forthcoming violation did not attempt to prevent the infraction;
5. the organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act

accommodation, prior notification is required, rather than consent.

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

Student Code of Conduct Procedure

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

Article I: Student Conduct Review Procedures

1. Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

Article II: Sanctions

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
3. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
4. **Fines:** Previously established and published fines may be imposed.
5. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Discretionary Sanctions:** Work assignments, service to BCC or other related discretionary assignments.
7. **BCC Suspension:** Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. **BCC Expulsion:** Permanent separation of the student from BCC.
9. The following sanctions may be imposed upon BCC groups or organizations:
 - a. those sanctions listed above;

- b. deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

Article III: Appeals

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer.
2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs officer shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off BCC property.
3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
5. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student

organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

Article IV: Hearing Procedures

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.
8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing

Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.

14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.
16. The decision of the Vice President for Student Affairs shall be final.

Article V: Interpretation and Revision

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Sexual Harassment Policy for Students

As established in Broward Community College Policy 6Hx2-3.31, *Sexual Harassment*, the College intends to protect all employees and students from sexual harassment. In accord with the definitions in that policy, any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

Sexual Harassment Procedure for Students

The Non-Discrimination and Harassment Procedure for Students, A6Hx2-5.22, is the appropriate procedure to file a complaint of sexual harassment.

Sexual Battery/Assault Policy for Students

No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions that may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, *Sexual Battery/Assault*.

Sexual Battery/Assault Procedure for Students

The President has delegated responsibility for administering this procedure to the Campus Deans of Student Affairs. Any violation of Broward Community College Policy 6Hx2-5.20, *Sexual Harassment/Battery/Assault*, on campus or at College-sponsored events, shall be reported immediately to the

campus/center chief student affairs officer or the campus Provost and/or the Campus Security Office. The chief student affairs officer shall immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel. College personnel shall assist by processing evidence, providing names of witnesses, offering counseling support to victims and their families and arranging referrals to community agencies as necessary.

In order to alleviate rumors and promote understanding and calm, the campus provost/center director, in coordination with the Director of College Relations, shall also provide information to the campus community about the incident.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the chief student affairs officer, campus provost/center director, and the Vice President for Student Affairs shall first consult with law enforcement personnel and the College attorney and then decide whether immediate suspension from the College is warranted, pursuant to College disciplinary process as outlined in the *Student Handbook*.

In the case of off-campus violations of this policy involving students, the chief student affairs officer, campus provost/center director and Vice President for Student Affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable *Florida Statutes*. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

Non-Discrimination and Harassment Policy for Students

General Statement: Federal and state laws protect students and student applicants against discrimination.

1. Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
2. It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter defined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

Definitions:

1. For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated

based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.

2. Conduct that falls into the definition of discrimination includes, but is not limited to:
 - a. disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups;
 - b. limitation in access to participation in athletic, social, cultural or other activities of the College because of membership in one of the listed groups;
 - c. discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas;
 - d. retaliation for filing complaints or protesting practices that are prohibited under this policy.
3. Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran's status. (For harassment on the basis of sex, see Policy 6Hx2-5.20, Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
4. Scope of prohibitions: activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.

Non-Discrimination and Harassment Procedure for Students

Administration. The campus chief student affairs officer on each campus/center shall administer procedures as they apply to students. The campus chief student affairs officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

Informal Complaints. Any student or applicant for admission to the College who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus chief student affairs officer or a Counselor who may informally advise the complainant in formulating a plan for resolution of the problem. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints. A formal complaint must be made in writing and submitted to the Campus Provost/Center

Administrator. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution.

The Campus Provost/Center Administrator may attempt resolution during the course of an investigation of a complaint. The Campus Provost/Center Administrator shall involve the campus chief student affairs officer in the investigation of all student/student and student/employee complaints.

If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Center Administrator may require the complaint to proceed as if resolution had not been reached.

If the complaint involves the Campus Provost/Center Administrator or if the complainant believes that the Campus Provost/Center Administrator may lack impartiality, the complainant may choose to file a formal complaint with the Vice President for Student Affairs and Enrollment Management.

Resolution. The Campus Provost/Center Administrator may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student, or in accordance with the policies and procedures affecting the class of employee, consistent with the terms of any applicable collective bargaining agreement.

Prohibition of Retaliation. No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

Confidentiality. All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible to the extent allowed by law.

Frivolous or Malicious Complaints. In the event that a claim of discrimination, harassment or retaliation is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance. Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

Grievance Procedure for Students for Non-Instructional Issues

The following steps are established to provide a fair review of student non-instructional grievances.

Informal Resolution. The student shall informally submit his/her grievance, either verbally or in writing, to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must submit his/her grievance within 30 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their grievance without asking for any action on the part of the College.

Formal Resolution. If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must submit his/her grievance within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate campus provost/center director, or appropriate vice president.

The Vice President for Student Affairs may serve as a liaison between students and staff at all levels of the grievance process.

Student Bill of Rights

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the *Student Handbook*, College Catalog, and other appropriate publications of the College.

Access to Education: Broward Community College maintains an open door to all students who qualify according to the BCC admission standards.

Sources:

- BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BCC Policy 6Hx2-5.01: Admission
- BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- BCC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct: Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- BCC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veteran's status.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- BCC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BCC.

Source:

- BCC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines set forth in BCC Policy.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below.

Sources:

- BCC Policy 6Hx2-4.02: Academic Load
- BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- BCC Policy 6Hx2-4.04: CLAST Waivers
- BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer

- BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities BCC Policy 6Hx2-4.11: Program Acceleration
- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- BCC Policy 6Hx2-4.20: Religious Observances
- BCC Policy 6Hx2-5.01: Admissions
- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional issues

Dismissal of Disruptive Students Policy

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, *Student Responsibilities*, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall 1) receive a 100% refund for the term during which they were suspended, and 2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

Dismissal of Disruptive Students Procedure

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus/center chief student affairs officer, consistent with BCC Policy 6Hx2-5.19, Dismissal of Disruptive Students. The campus chief student affairs officer will assess the student's condition, and if further evaluation is needed he/she will consult with the Vice President for Student Affairs and Enrollment Management. The campus/center chief student affairs officer and Vice President will determine whether an evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation. The campus/center chief student affairs officer may decide not to allow the student onto campus prior to the results of professional evaluation.

The student will be informed by the campus/center chief student affairs officer of the reason(s) that he/she is being referred for the initial evaluation and whether the College would assume the expense for this evaluation. The results of the evaluation will be used by the Vice President, and the campus/center chief student affairs officer, in determining the student's enrollment status with the College.

The College will retain the services of professional clinicians who:

1. Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
- 2.

Will provide a written evaluation and diagnosis of the student in a timely manner following referral.

3. Will provide information regarding follow-up treatment if necessary.
4. Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

Re-entry Process: If a student, who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

1. The campus/center chief student affairs officer must be contacted by the student regarding her/his request for re-entry to the College. The campus/center chief student affairs officer, in consultation with the Vice President for Student Affairs, shall determine if a student will be allowed to return to BCC. Students who are considered likely to disrupt the educational environment or who pose a threat to persons or property will not be re-admitted.
2. If a student does not agree with the decision made by the campus/center chief student affairs officer, he/she may appeal to the Vice President for Student Affairs and Enrollment Management.



Academic Programs and Graduation Requirements

College Preparatory Program

English as a Second Language Program

Associate in Arts Degree

The Gordon Rule

College Level Academic Skills Test (CLAST)

Transfer Guarantees

Associate in Science Degree

Associate in Applied Science Degree

Certificate Programs

Academic Programs and Graduation Requirements

College Preparatory Program

Broward Community College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To attain this goal, BCC offers a College Preparatory Program to help students develop the skills necessary for academic success in college level courses. The College Prep curriculum includes courses in Mathematics, English, Reading and English as a Second Language (ESL).

Math	English	ESL	Reading
MAT 0012	ENC 0010	EAP 0320	REA 0001C
MAT 0020	ENC 0021	EAP 0385	REA 0006C
MAT 0024	ENC 0085	EAP 0485	
		EAP 0300	
		EAP 0400	

College Prep Placement

College prep course requirements are determined on the basis of a student's placement test scores. All students entering BCC must take the Florida College Placement Test (CPT) or submit a State of Florida college-ready diploma or acceptable Advanced Placement, SAT or ACT scores that exempt them from the college prep program or they must submit college transcripts that show the completion of Freshman English and/or Intermediate Algebra. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Placement Test Options

For students admitted after October 1, 1991.

1. ACT (American College Testing Program)
2. Enhanced ACT (American College Testing Program)
3. SAT (The College Board)
4. SAT1 (The College Board; administrations between 3/1/94 and 3/31/95)
5. MAPS (The College Board)
6. New MAPS (The College Board)
7. CPT (Computerized Placement Tests, The College Board)
8. ASSET (American College Testing Program)
9. New ASSET, (American College Testing Program)

Students admitted after July 31, 1995, may also use the Florida College Entry-Level Placement Test (FCELPPT).

A student having an initial CPT, ACT or SAT score that indicates college prep placement and who has begun his/her prep course work at BCC may retest with the CPT for placement every 90 days. A fee will be charged for each re-test with the CPT. Retesting is prohibited if the student is currently enrolled in the discipline for which he/she wishes to retest. Exceptions may be made by the appropriate academic administrator.

College Prep Credit

College prep courses carry credit, but the credits cannot be used to satisfy degree requirements. However, these

credits do count toward veteran's benefits and financial aid requirements.

Admission to the College Prep Program

Students should contact any Counseling and Advisement Office to arrange for placement testing or to discuss their existing placement test scores.

Enrolling in College Prep Courses

Students who are required to take college prep courses must register for such courses each term until all required courses are successfully completed. In addition, the following restrictions for course sequencing will increase a student's chances for academic success.

- Students who test into two or more college prep disciplines are limited to 13 credits in a full term and seven credits in a summer term.
- Students who test into REA 0001C are required to register for it during their first term.
- Students testing into REA 0006C are required to register for it during their first 12 credits.
- Students who test into ENC 0010 are required to register for it during their first term.
- Students who test into ENC 0021 are required to register for it during their first 12 credits.
- Students testing into two or more college prep courses are required to take SLS 1501, College Success Skills, during their first 15 credits. (This course serves as an introduction to BCC and teaches students strategies and skills to help them succeed in college.)

These requirements apply to college prep students who are seeking degrees and have not previously attended college. **Students must meet with an Academic Advisor in any Counseling and Advisement Office regarding proper course selections and sequencing.**

Private Providers

Students have the option of pursuing college prep instruction through programs offered by private providers of instruction. Students interested in this option should obtain additional information from any campus Student Affairs office. Students exercising this option must retake and pass the appropriate sections of the CPT prior to enrolling in college-level courses.

Note: Private providers are not affiliated with the BCC and the College neither endorses nor warrants their services. BCC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students' use of their products and services.

Maximum Attempts Per Course

Based on state regulations, students may enroll no more than three times in any particular college prep course. Students may not "audit" college prep courses. Students will be assessed the full cost of instruction for the third attempt. Exemptions may be granted based on documented financial hardships or extenuating circumstances. Details about petitioning for an

exemption are available in any campus Student Affairs Office.

English as a Second Language (ESL)

The purpose of the ESL Program is to prepare non-native English speaking students to function successfully in BCC courses.

Entering the ESL Program

Students who are non-native English speakers should contact any Counseling and Advisement Office for an appointment. An ESL placement test and writing sample will be administered to all students, regardless of their TOEFL score. Students will be placed in ESL Program courses based on the results of the ESL placement test and writing sample.

Course Load for Visa Students

Visa students must take a full course load in order to maintain a student visa. During their first and second semesters at BCC, Visa students should concentrate on the ESL Program and take a limited number of other courses.

ESL Course Sequences

Non-Credit Courses: do not carry college credit.

Level 1: EAP0300, EAP0385, and EAP0320

Level 2: EAP0400, EAP0485, and REA0001C
or REA0006C

Credit-Bearing Courses: carry elective credit.

Level 3: EAP1540

Level 4: EAP1640

ESL Pre-requisites

EAP0300 is a pre-requisite for EAP1540.

EAP0400 is a pre-requisite for EAP1640.

EAP0320 is a pre-requisite for EAP1540.

REA0006C is a pre-requisite for EAP1640.

Associate in Arts Degree

Broward Community College offers a wide variety of concentrations within the Associate in Arts degree. More information regarding A.A. options may be obtained from our web site at www.broward.edu or from any Academic Advisor.

A.A. Mission Statement

The Associate in Arts degree provides courses of study equivalent to those offered to freshman and sophomore students in the lower division of Florida's state universities. If students receive an A.A. Degree from B.C.C., their degree will, in most cases, meet the lower division requirements of a university and admit them to junior-level status. The degree requirements consist of General Education requirements that parallel university requirements and electives in preparation for a major area of study. The A.A. degree includes 36 semester hours of General Education courses in addition to courses appropriate for the upper-division major selected by the student. The General Education requirements are within the subject areas of communications, mathematics, social sciences,

humanities, and natural sciences. Apart from its transfer function, the degree provides students with the opportunity to gain competencies necessary to be participating and productive members of a democratic society.

Students are encouraged to contact the specific institution to which they wish to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in any campus Counseling and Advisement Office.

FAMU	Florida A and M University
FAU	Florida Atlantic University
FGCU	Florida Gulf Coast University
FIU	Florida International University
FSU	Florida State University
NCF	New College of Florida
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	University of West Florida

A.A. Philosophy of General Education

General Education at Broward Community College is a combination of college-level courses that provides students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community. Furthermore, this foundation provides students an opportunity to gain an understanding of a variety of cultural and historical heritages, an understanding of the role of the individual in a complex and rapidly changing world, an understanding of the physical universe, and the communication and analytical skills necessary to function effectively. These courses are also a foundation for specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

Expected Educational Results

Graduates of the A.A. program should be able to:

- communicate with others by writing, speaking and listening, and demonstrating skills in reading comprehension;
- perform computations necessary to function effectively in society;
- demonstrate basic computer skills;
- recognize the effects of technology upon society and the environment;
- evaluate social, political and intellectual developments from an historical perspective;
- understand the complexities of the humanities and appreciate the aesthetics of the fine arts;
- think logically, critically, and creatively to solve problems and make decisions;
- demonstrate a sense of personal responsibility, and ethical judgment and behavior;
- appreciate the benefits of a lifelong process of intellectual and cultural growth;
- utilize research skills necessary to gather, analyze, and interpret information;
- function successfully in a changing multi-cultural environment and an interdependent world;

- adopt positive lifestyle behaviors through an application of wellness concepts.

A.A. Degree Requirements

- Complete 60 semester hours of college credit from the applicable catalog including:
 - a) thirty-six college-level semester credit hours of general education courses in five subject areas: Communications, Mathematics, Social Science, Humanities, and Natural Sciences; and
 - b) twenty-four college-level semester credit hours of electives, which should include required pre-requisites for the university major.
- Complete prescribed College Preparatory and ESL Program courses, if required, with a grade of "C" or higher.
- Complete Gordon Rule writing and mathematics requirements (State Board of Education 6A-10.30).
- Achieve a passing score on all four sections of the College Level Academic Skills Test (CLAST) or satisfy CLAST alternative criteria.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the degree is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC including transfer credits in courses that comprise the A.A. degree.
- Fulfill all financial and other obligations to the College.

A.A. General Education Requirements

Area 1 Communications 9 Credits

Select three courses, one from each category (A, B, C).

A. ENC 1101 Composition 3 Credits
(6000 words toward writing requirement)

B. ENC 1102 Composition 3 Credits
(6000 words toward writing requirement)
ENC 2210 Professional and Technical Writing 3 Credits
(6000 words toward writing requirement)

Students who complete both ENC 1101 and ENC 1102 may use ENC 2210 to satisfy 6000 words of the writing requirement. A grade of "C" or higher is required in ENC 1101, ENC 1102, and ENC 2210.

C. SPC 1024 Introduction to Speech Communication 3 Credits
(sections designated as "optional writing" on term schedules carry 3000 words toward writing requirement)
SPC 1600 Introduction to Public Speaking 3 Credits
(sections designated as "optional writing" on term schedules carry 3000 words toward writing requirement)

Area 2 Humanities/Fine Arts 6 Credits
Select two courses. Choose only one course from each category (A, B, C, D, E, F, or G).

Sections designated as "optional writing" carry 3000 words toward writing requirement.

A. AML 2012	American Literature Colonial to 1900	3
AML 2022	American Literature Since 1900	3
AML 2600	Afro American Writers	3
ENG 2101	Film as Literature	3
ENL 2012	British Literature I	3
ENL 2022	British Literature II	3
ENL 2330	Introduction to Shakespeare	3
LIT 2020	Introduction to the Short Story	3
LIT 2030	Great Ideas Poetry	3
LIT 2110	World Literature through the Renaissance	3
LIT 2120	World Literature Renaissance to the Present	3
LIT 2310	Literature of the Supernatural and Science Fiction	3
B. FRE 2200	Intermediate French I	4
FRE 2201	Intermediate French II	3
GER 2200	Intermediate German I	4
GER 2201	Intermediate German II	3
HBR 2200	Intermediate Hebrew I	4
HBR 2201	Intermediate Hebrew II	3
RUS 2200	Intermediate Russian I	4
SPN 2200	Intermediate Spanish I	4
SPN 2201	Intermediate Spanish II	3
SPW 2010	Studies in Spanish Literature and Culture I	3
SPW 2011	Studies in Spanish Literature and Culture II	3

C. ARH 2000	Art Appreciation	3
ARH 2050	Art History I	3
ARH 2051	Art History II	3

D. THE 2000	Theatre Appreciation	3
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E. MUL 2010	Music Appreciation	3
MUH 2111	Music History and Literature	3
MUH 2112	Music History and Literature	3

F. PHI 1100	Introduction to Logic	3
PHI 2010	Introduction to Philosophy	3
PHI 2600	Introduction to Ethics	3

G. REL 2000	Introduction to the Study of Religion	3
REL 2300	World Religions	3

H. ARC 1701	Survey of Architectural History	3
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Area 3 Social/Behavioral Sciences 6 Credits

Select one course from category A and one course from category B. Sections designated as "optional writing" on term schedules can carry 3000 words toward writing requirement.

A. Historical, Political and Global Perspectives

AMH 2010	History of the United States to 1865	3
AMH 2020	History of the United States since 1865	3
AMH 2035	United States 1945 to Present	3
AMH 2091	History of the African American	3
EUH 1000	Western Civilization I	3
EUH 1001	Western Civilization II	3
EUH 2033	History of the Holocaust	3
GEA 2000	World Geography	3

GEO 1000	Introduction to Geography	3
GEO 2370	Conservation of Natural Resources	3
INR 2002	Introduction to International Relations	3
LAH 1004	History of the Two Americas I	3
LAH 1005	History of the Two Americas II	3
POS 2041	National Government	3
POS 2112	State and Local Government	3
WOH 2040	World in the Twentieth Century	3

B. Social/Behavioral Sciences

ANT 2000	Introduction to Anthropology	3
ANT 2100	Introduction to Archaeology	3
ANT 2211	Introduction to World Ethnology	3
ECO 2013	Principles of Economics I	3
PSY 2012	General Psychology	3
SYG 2000	Principles of General Sociology	3
SYG 2010	Social Problems	3
SYG 2441	Social Institutions	3

Area 4. Science/Wellness 8 Credits

Science 7 Credits

Students must satisfy college prep reading requirements through coursework or placement test scores prior to enrolling in credit level science courses. Students not majoring in science or health-related fields must take at least one course from each area below, one of which must be a laboratory course.

A. Biological Sciences

BOT 2010	General Botany	3
BSC 1005	General Biology	3
BSC 1010C	Introduction to Biology I	4
EVR 1009	Environmental Science	3
ZOO 2010	General Zoology	3

B. Physical Sciences

AST 1002	Horizons in Astronomy	3
AST 1005	Astronomy of the Solar System	3
AST 1006	Astronomy of Stars and Galaxies	3
CHM 1025	Introduction to Chemistry	3
CHM 1045	General Chemistry I	3
EVR 1009	Environmental Science	3
ESC 1000	Earth Science	3
GLY 1010	Physical Geology	3
GLY 1100	Historical Geology	3
OCE 1001	Introductory Oceanography	3
PHY 1001	Applied Physics	3
PHY 2048	General Physics with Calculus I	4
PHY 2053	General Physics I	3
PSC 1121	Physical Sciences Survey	3

C. Biological/Physical Sciences Labs

BOT 2010L	General Botany Lab	1
BSC 1005L	General Biology Lab	1
ZOO 2010L	General Zoology Lab	1
AST 1022L	Astronomy Laboratory	1
CHM 1025L	Introduction to Chemistry Lab	1
CHM 1045L	General Chemistry I Lab	1
ESC 1000L	Earth Science Lab	1
GLY 1010L	Physical Geology Lab	1
GLY 1100L	Historical Geology Lab	1
OCE 1001L	Introductory Oceanography Lab	1
PHY 1001L	Applied Physics Lab	1
PHY 2048L	General Physics with Calculus I Lab	1
PHY 2053L	General Physics I Lab	1
PSC 1191L	Physical Sciences Lab	1

Students majoring in science, science-related or health-related fields may take any combination of seven credits as designated by their major, including one laboratory course, from the following list.

BOT 2010	General Botany	3
BOT 2010L	General Botany Lab	1
BSC 1010C	Introduction to Biology I	4
BSC 1011C	Introduction to Biology II	4
BSC 1085	Human Anatomy and Physiology I	3
BSC 1085L	Human Anatomy and Physiology I Lab	1
BSC 1086	Human Anatomy and Physiology II	3
BSC 1086L	Human Anatomy and Physiology II Lab	1
CHM 1040	General Chemistry A	3
CHM 1041	General Chemistry B	3
CHM 1045	General Chemistry I	3
CHM 1045L	General Chemistry I Lab	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Lab	1
CHM 1046E	General Chemistry C	3
GLY 1010	Physical Geology	3
GLY 1010L	Physical Geology Lab	1
GLY 1100	Historical Geology	3
GLY 1100L	Historical Geology Lab	1
MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	1
PHY 2048	General Physics with Calculus I	4
PHY 2048L	General Physics with Calculus I Lab	1
PHY 2049	General Physics with Calculus II	4
PHY 2049L	General Physics with Calculus II Lab	1
PHY 2053	General Physics I	3
PHY 2053L	General Physics I Lab	1
PHY 2054	General Physics II	3
PHY 2054L	General Physics II Lab	1
ZOO 2010	General Zoology	3
ZOO 2010L	General Zoology Lab	1

NOTE: In combined courses, such as BSC 1010C and BSC 1011C, students will satisfy requirements for a three-credit science lecture and a one-credit science laboratory course. Check Catalog course descriptions for pre or co-requisites.

D. Wellness 1 Credit

HSC 1101C Introduction to Healthful Living

NOTE: No exemptions shall be permitted from the Wellness requirement because of age, veteran status or medical reasons. Students with medical restrictions or physical limitations must provide appropriate documentation and shall participate on a modified basis.

Area 5 Mathematics 7 Credits

A. Mathematics

6 Credits

MAC 1105	College Algebra	3
MAC 1114	Trigonometry	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Business Calculus	3
MAC 2311	Calculus and Analytical Geometry I	5
MAC 2312	Calculus and Analytical Geometry II	5
MAC 2313	Calculus and Analytical Geometry III	4
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3
MGF 1106	Liberal Arts Mathematics I	3
MGF 1107	Liberal Arts Mathematics II	3
STA 2023	Statistics	3

NOTE: A grade of "C" or higher in these courses must be achieved to satisfy this requirement.

B. Computer Competency
CGS 1061C Computer Concepts**1 Credit****All Foreign Language Courses****TOTAL (Areas 1-5) 36 Credits****Area 6 Programmatic Electives 24 Credits**

These may include any combination of college level courses recommended/required for a discipline major and/or courses from the General Education offerings (English/Communications, Humanities, Mathematics, Science, Social and Behavioral Science). Excluded are college preparatory courses and courses designed especially for technical education curricula. When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement. Please consult with an Academic Advisor.

Area 7 Writing Requirement

The writing requirement for the A.A. degree is 24,000 words, in keeping with the Gordon Rule. All students must take one course from Area 1A (6,000 words) and one course from Area 1B (6,000 words), which satisfy 12,000 words of the requirement. The remaining 12,000 words can be written in any combination of courses designated as writing courses in the term schedule. Courses contribute 3,000 words per course toward the writing requirement. In each of these courses, a variety of assignments relevant to the content of the course may be made. Students must achieve a grade of "C" or higher in the courses to satisfy the writing requirement.

Students may not enroll in an optional writing course until they have completed ENC 1101, Composition 1, with a grade of "C" or higher. This pre-requisite applies to all courses that can be used to satisfy the State of Florida writing requirement. Conversely, students may not fulfill their writing requirement through a designated optional writing class that was completed prior to passing ENC 1101.

Students who enroll in "optional writing" courses have the option of registering for writing credit to fulfill graduation and/or Gordon Rule writing requirements. Students who enroll in Humanities courses may reasonably expect essay tests, in-class writing, and formal written presentation of material even though they did not choose writing credit for that specific course. The "optional writing" designation means that students may select which courses they will use to satisfy the State of Florida Gordon Rule writing requirement.

Some students who were enrolled in an accredited college or university prior to January 1, 1983 may be exempt from the Writing Requirement. Please see an Academic Advisor for assistance.

Area 8 International/Intercultural 3 Credits

Of the 36 hours required for General Education, three credits must be earned in an approved International/Intercultural course. Only the following approved courses from the General Education offerings that have a primary and major International or Intercultural content and emphasis may be used to satisfy this requirement.

AMH 2091	History of the African American	3
AML 2600	Afro American Writers	3
ANT 2000	Introduction to Anthropology	3
ANT 2211	Introduction to World Ethnology	3
	Peoples of the World	3
ARH 2000	Art Appreciation	3
ARH 2050	Art History I	3
ARH 2051	Art History II	3
ENL 2012	British Literature	3
ENL 2022	British Literature	3
EUH 1000	Western Civilization I	3
EUH 1001	Western Civilization II	3
GEA 2000	World Geography	3
GEO 1000	Introduction to Geography	3
GEO 2370	Conservation of Natural Resources	3
INR 2002	Introduction to International Relations	3
LAH 1004	History of the Two Americas I	3
LAH 1005	History of the Two Americas II	3
LIT 2020	Introduction to the Short Story	3
LIT 2110	World Literature Through Renaissance	3
LIT 2120	World Literature Renaissance to Present	3
MUH 2111	Music History and Literature	3
MUH 2112	Music History and Literature	3
MUL 2010	Music Appreciation	3
REL 2300	World Religions	3
SYG 2000	Principles of Sociology	3
SYG 2441	Social Institutions	3
WOH 2040	World in the 20th Century	3

The Gordon Rule

State Rule 6A-10.030, known as the Gordon Rule, requires that students graduating with an Associate in Arts Degree meet the following provisions in the areas of writing and Mathematics. All students seeking an A.A. or B.A. degree must meet these requirements by the end of the sophomore year.

Writing

All students must complete a minimum of 24,000 words of writing in specifically designated courses. In all writing courses, a grade of "C" or higher is necessary to meet the A.A. Degree requirements. Students shall complete 12,000 words under the guided instruction provided in the six credit hours of ENC 1101, and either ENC 1102 or ENC 2210. The remaining 12,000 words may be completed in either of the following ways.

1. A third college-level composition course (6,000 words) and two courses from General Education Areas 2 and 3 that are designated as writing courses (3,000 words per course).
2. Four courses from General Education Areas 2 and 3 that are designated as writing courses (3,000 words per course).

In each of these courses, a variety of writing assessments relevant to the content of the courses may be made.

NOTE: Students may not enroll in an optional writing course until they have completed ENC 1101, with a

grade of "C" or higher. This pre-requisite applies to all courses that can be used to satisfy the State of Florida writing requirement. Conversely, students may not fulfill their writing requirement through a designated optional writing class that was completed prior to passing ENC 1101.

Mathematics

All students must complete six credit hours at the college algebra level or higher. For most students, the requirements may be met by taking MAC 1105 and MGF 1106. Other options are detailed in Area 5 of the A.A. Degree General Education Requirements. In all Mathematics courses, a grade of "C" or higher is required to meet the A.A. Degree requirements.

College Level Academic Skills Test (CLAST)

All Florida Community College students seeking an A.A. degree must satisfy the CLAST requirement before their degrees are awarded. The CLAST measures college-level communications and math skills and is part of the state's overall effort to ensure that students have acquired the skills expected in those areas. In accordance with Rule 6A-10.0311, F.A.C. Section 240.107(9), students may not need to take the CLAST if they do not plan to major in Education or receive teacher certification in the State of Florida. Students will qualify for an exemption of the CLAST if they meet one of the conditions below.

- You will not have to take the English, Reading and Essay subtests if you earn a cumulative GPA of at least 2.5 in ENC 1101, ENC 1102 or ENC 2210.
- You will not have to take the Math subtest if you earn a cumulative GPA of at least 2.5 in the two college-level math courses that satisfy the Gordon Rule (MAC 1105 and/or higher-level courses).
- You will not have to take the Communications section of the CLAST if you have a verbal score of at least 500 on the SAT; or a Reading score of at least 22 and a Writing score of at least 21 on the ACT.
- You will not need to take the Computation section of the CLAST if you have a Math score of at least 500 on the SAT or a Math score of at least 21 on the ACT.

The total testing time for CLAST is approximately five hours, which includes the time required for arrival, instructions, and a break. The time allotted for each subtest is as follows.

Essay: 60 minutes

English Language Skills and Reading: 80 minutes

Mathematics: 90 minutes

Retake examinees are allowed double time for each subtest.

Passing Scores

The scores listed below are official minimum requirements, October 1, 1992 and thereafter.

Essay	6
English Language Skills	295
Reading	295
Mathematics	295

Registration Deadlines

September 3, 2004

January 21, 2005

May 6, 2005

Test Dates

October 2, 2004

February 19, 2005

June 4, 2005

Registration/Administration

Students enrolled in Broward Community College register for CLAST in the same manner as other courses. The paper and pencil CLAST administration is offered three times per year at designated locations. Your registration schedule and two types of identification, one of which must be a photo identification, will be required for admission to the test site. Several soft-leaded pencils with erasers and a ballpoint pen are required. No fees are charged for regular degree-seeking students. Special fees are charged for tests given to teachers for certification. The following conditions and pre-requisites apply.

- You must be a degree-seeking student with at least 18 hours completed.
- You must have a minimum GPA of 2.0.
- You must have a "C" or higher in ENC 1101.
- You must have a "C" or higher in MAT 1033 or a higher-level course.
- If Reading was required, you must have a "C" or higher in REA 0006C or a higher-level course.
- Special pre-requisites are required before registering for a retest in any subtest area. (See Retake Procedure below.)
- Students with learning disabilities may request special accommodations, if necessary, or take the CLAST. Please call the Disability Services Coordinator, (954) 201-7555 for more information.

Students taking Essay, English Language Skills and Reading subtests only for the first time should register for CST 0000. Students taking the Math subtest only for the first time should register for CST 0010.

Computerized Version of CLAST

Students may take/retake the computerized version of the Math, English Language Skills, and/or Reading subtests on North Campus. These computerized subtests are offered three times a month and cost \$30.00 each. A special application form and appointment are required.

Retake Procedure

Students who do not pass one or more of the CLAST subtests must follow Broward Community College's Retake Procedures before registering to retake CLAST. Students may not retake any subtests for which they already have a passing score. Please note that you must not repeat testing within a 30-day period, as your scores will be invalidated by the Department of Education.

Retake Subtest Course Numbers

CST 0001	Math
CST 0002	Essay
CST 0003	English Language Skills
CST 0004	Reading

English Retake Procedure

Students with three hours of college-level English composition must complete a second college-level

composition course with a grade of "C" or higher. Students who have already completed six hours of English composition with a grade of "C" or higher must complete the English CLAST Review course, the Independent Study Option, or LIN 1670.

Mathematics Retake Procedure

Students with three hours of college-level Mathematics must complete a second college-level Mathematics course (higher than MAT 1033) with a grade of "C" or higher. Students who have already completed six hours of Mathematics (higher than MAT 1033) with a grade of "C" or higher must complete the Mathematics CLAST Review course, the Independent Study Option, or another college-level Mathematics course.

Reading Retake Procedure

Students must complete the Reading CLAST Review course, the Independent Study Option, or REA 1105 with a grade of "C" or higher.

Essay Retake Procedure

Students with three hours of college-level English composition must complete a second college-level course with a grade of "C" or higher. Students who have already completed six hours of English composition with a grade of "C" or higher must complete the Essay CLAST review course, the Independent Study Option, or another English composition course.

Instructor-Directed Review Courses

The following non-credit, instructor-directed review courses are offered prior to each CLAST administration to help students prepare for the CLAST retake.

ENC 0991 CLAST English Language Skills Review: an English review course to assist students in preparation for the CLAST English Language Skills subtest.

ENC 0992 CLAST Essay Review: an English review course to assist students in preparation for the CLAST Essay subtest.

REA 0991 CLAST Reading Skills: a Reading review course to assist students in preparation for the CLAST.

MGF 0991 CLAST Mathematics Review: a Mathematics review course to assist students in preparation for the CLAST.

Independent Review Course Options

The following non-credit independent study courses are offered through campus Learning Resource Centers to assist students who have been unsuccessful in one or more CLAST subtests.

- ENC 0993 Independent Study for Retake of CLAST – English Language Skills
- ENC 0994 Independent Study for Retake of CLAST-Essay
- REA 0993 Independent Study for Retake of CLAST-Reading
- MGF 0993 Independent Study for Retake of CLAST-Math

Waiver Procedure

State Law and Broward Community College Policy (6Hx2-4.05) provide for waivers only for students who have failed at least four times and who otherwise demonstrate proficiency in course work in that academic area. Waivers may also be considered for a student with a specific learning disability such that he/she cannot successfully complete one or more sections of the CLAST but who is otherwise achieving at college level in every other academic areas. Waiver requests must be submitted through the appropriate Academic Dean to the Vice President for Academic Affairs. A College committee will be appointed to consider only cases that fully meet the legal requirements. Waivers for CLAST are very rare and are considered on a case-by-case basis. Waivers are not granted except in conjunction with the awarding of an Associate in Arts degree.

Transfer Guarantees

Florida Community College Associate in Arts graduates are guaranteed the following rights when transferring to a State university under the statewide transfer articulation.

1. Admission to one of the State Universities, except to limited access programs that have additional admission requirements.
2. Acceptance of at least 60 credit hours by the State universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the State Universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal. Students must file appeals through the Broward Community College Registrar.

Associate in Science Degree

Associate in Science Degree Programs

Broward Community College offers a wide variety of concentrations within the A.S. degree. Please visit our web site at www.broward.edu or see an Academic Advisor for assistance.

A.S. Degree Mission Statement

The Associate in Science degree is a career education and transfer degree. It is a 60+ credit hour degree intended to prepare students for immediate employment in a specific occupational area and/or for transfer into

the State University System. The degree requires completion of at least 15 semester hours of transferable General Education courses that meet the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, along with technical courses, which may or may not transfer. The General Education courses will transfer and apply toward the thirty-six credit hours required for the baccalaureate degree in the State University System. In some areas of study, statewide program-specific articulation agreements have been developed ensuring the transfer of the A.S. degree. The student is advised to see an Academic Advisor for a list of these programs.

A.S. Degree Philosophy of General Education
General Education at Broward Community College is a combination of college-level courses that will provide students with social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community. Furthermore, this foundation provides students an opportunity to gain an understanding of a variety of cultural and historical heritages, an understanding of the role of the individual in a complex and rapidly changing world, an understanding of the physical universe, and the communication and analytical skills necessary to function effectively. These courses are also a foundation for specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

Expected Educational Results

Graduates of A.S. programs should be able to:

- communicate with others by writing, by speaking and listening, and by demonstrating skills in reading comprehension;
- apply the computational skills appropriate to their chosen occupation;
- apply basic computer skills;
- understand principles of science and technology and be aware of their effects upon society and the environment;
- demonstrate awareness and understanding of the social and behavioral aspects of the world in their chosen occupations;
- understand the complexities of the humanities and to appreciate the aesthetics of the fine arts;
- think logically, critically, and creatively, to solve problems and make decisions;
- demonstrate a sense of personal responsibility, and ethical judgment and behavior;
- appreciate the benefits of life-long learning and professional growth within their field;
- demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or advancing within their field;
- apply the skills and attitudes necessary to adapt to changes within their personal and work environments and the global economy;
- apply for certification or licensure examinations, as appropriate.

A.S. Degree Requirements

- Complete the minimum number of required college-level semester credit hours as established for your

specific program in Florida State Board of Education Rules.

- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's transferable General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities/Fine Arts, three credits in Natural Sciences/Mathematics, and three credits designated by the program.
- Complete the oral communication and computer competency requirements as specified in the prescribed program.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the degree is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the A. S. degree.
- Fulfill all financial and other obligations to the College.

A.S. General Education Requirements

Area 1	Communications	3 Credits
	ENC 1101 Composition	

Area 2	Humanities/Fine Arts	3 Credits
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Select one course from any of the following: Art, Literature, Modern Foreign Language, Music, Philosophy, Religion and Theatre. Specific courses may be designated by individual programs.

Area 3	Social/Behavioral Sciences	3 Credits
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Select one course from any of the following: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology. Specific courses may be designated by individual programs.

Area 4	Mathematics/Natural Science	3 Credits
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Select one college-level transferable course from either college-level Mathematics or Natural Sciences.

Mathematics

Any of the following or a higher level course:

MAC 1105	College Algebra
STA 2023	Statistics
MGF 1106	Liberal Arts Math I
MGF 1107	Liberal Arts Math II

Science

Specific courses may be designated by individual programs.

Area 5	Program-Designated Courses	3 Credits
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Choose any other college-level course from Areas 2,3, or 4, or any college-level course in Speech, Reading, Computers, Wellness, Science laboratory, or ENC 2210, Professional and Technical Writing.

TOTAL (Areas 1-5)

15 Credits

Oral and Computer Competencies

Students are also required to meet oral and computer competency requirements as specified in their particular A.S. program of study.

Associate in Applied Science Degree

Associate in Applied Science Degree Programs

Broward Community College offers a variety of concentrations within the A.A.S. degree. Please visit our web site at www.broward.edu or see an Academic Advisor for assistance.

A.A.S. Mission Statement

The Associate in Applied Science degree is a college-level career-technical degree. The A.A.S. is a 60+ college credit hour degree consisting of both General Education and technical courses. Graduates are prepared for immediate entry into the workforce and have the communications, problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The A.A.S. provides the same career preparation as the A.S. but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and those universities.

A.A.S. Philosophy of General Education

General Education at Broward Community College is a combination of courses that provide students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community. Furthermore, this foundation provides students an opportunity to gain an understanding of a variety of cultural and historical heritages, an understanding of the role of the individual in a complex and rapidly changing world, an understanding of the physical universe, and the communication and analytical skills necessary to function effectively. These courses are also a foundation for specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

Expected Educational Results

Graduates of A.A.S. programs should be able to:

- communicate with others by writing, by speaking and listening, and by demonstrating skills in reading comprehension;
- apply the computational skills appropriate to their chosen occupation;
- apply basic computer skills;
- understand principles of science and technology and be aware of their effects upon society and the environment;
- demonstrate awareness and understanding of the social and behavioral aspects of the world in their chosen occupations;
- understand the complexities of the humanities and to appreciate the aesthetics of the fine arts;
- think logically, critically, and creatively, to solve problems and make decisions;
- demonstrate a sense of personal responsibility, and ethical judgment and behavior;

- appreciate the benefits of life-long learning and professional growth within their field;
- demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or advancing within their field;
- apply the skills and attitudes necessary to adapt to changes within their personal and work environments and the global economy;
- apply for certification or licensure examinations, as appropriate.

A.A.S. Degree Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities/Fine Arts, three credits in Natural Sciences/Mathematics, and three credits designated by the program.
- Complete the oral communication competency and computer competency requirements as specified in the prescribed program.
- Complete the prescribed College Preparatory and English as A Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the degree is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the A.A.S. degree.
- Fulfill all financial and other obligations to the College.

General Education Requirements for the A.A.S. Degree

Area 1. Communications 3 Credits

ENC 1101 Composition

Area 2. Humanities/Fine Arts 3 Credits

Select one course from any of the following: Art, Humanities, Literature, Modern Foreign Language, Music, Philosophy, Religion, and Theatre. Specific courses may be designated by individual programs.

Area 3. Social/Behavioral Sciences 3 Credits

Select one course from any of the following: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology. Specific courses may be designated by individual programs.

Area 4. Mathematics/Natural Science 3 Credits

Mathematics:
 MAT 1033 Intermediate Algebra
 MTB 1310 Applied Mathematics
 MTB 1321 Technical Mathematics I
 MTB 1322 Technical Mathematics II

MTB 1325 Engineering Technology Mathematics I
 MTB 1326 Engineering Technology Mathematics II
 Any other higher-level college mathematics course will also satisfy this requirement.

Science:

Specific courses may be designated by individual programs.

Area 5. Program Designated Courses. 3 credits

Any other college-level course from Areas 2, 3, 4, or any college level course in speech, reading, computers, wellness, science laboratory, or ENC 2210, Professional Writing.

Total (Areas 1-5)

15 credits

Students are also required to meet an oral competency and computer competency requirement as specified in the particular A.A.S. degree of study.

Certificate Programs

BCC offers a variety of concentrations in the various certificate programs. Please visit our web site at www.broward.edu or see an Academic Advisor for assistance.

Mission Statement

A certificate is awarded upon satisfactory completion of a prescribed program of courses designed to prepare students for initial entry into an occupation or for advancement within their current occupations. Certificate programs provide students with the opportunity to develop the technical competencies necessary to be participating and productive members of the business, professional, governmental, or industrial life of the community.

Expected Educational Results

Graduates of certificate programs should be able to:

- demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or upgrading their occupational skills;
- recognize the need for life-long learning and for professional growth within their field; and
- apply for certification or licensure examinations, as appropriate.

Technical Certificate

A Technical Certificate is a program of study of less than sixty credits of college-level technical courses that prepares students for immediate employment in a specific occupational field. It generally does not require the completion of General Education courses. The Technical Certificate may be part of an Associate in Science or an Associate in Applied Science degree, thus permitting the student to receive credit for the certificate courses.

Technical Certificate Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.

- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the certificate is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Technical Certificate.
- Fulfill all financial and other obligations to the College.

Vocational Certificate

A Vocational Certificate is a program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college-level credits). One vocational credit is equal to 30 contact hours of classroom instruction. The program focuses on providing students with the specific skills for immediate job entry. The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements in reading and mathematics as defined by Florida State Board of Education Rules.

Vocational Certificate Requirements

- Complete the minimum number of required vocational clock/credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Achieve appropriate minimum basic skills grade levels established for the program on the Test of Adult Basic Education (TABE) or other tests designated by State Rule 6A-6.0571. (Students pursuing a vocational certificate who have an A.A. degree and have completed the College Level Communication and Computation Skills Examination (CLAST), or who have met the minimum cut scores on any test listed in the above-mentioned rule, may be exempt from the test requirement.)
- Complete 25% of the prescribed vocational clock/credit hours at Broward Community College and be enrolled at BCC during the semester the certificate is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Vocational Certificate. (For certificate programs with only pass-fail grades, earn a passing grade in all courses.)
- Fulfill all financial and other obligations to the College.

Applied Technology Diploma

The Applied Technology Diploma (ATD) is a course of study that is part of an Associate in Science or an Associate in Applied Science degree and that leads to employment in a specific occupation. The ATD may consist of either vocational credit or college-level semester credits and is approximately 50% of the

technical component of the A.S. or A.A.S. degree. Transfer of ATD coursework to an associate degree program is guaranteed for a period of three years following the date of the award of the ATD, based upon A.S. or A.A.S. degree articulation agreements.

Applied Technology Diploma Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the diploma is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Applied Technical Certificate.
- Fulfill all financial and other obligations to the College.

Advanced Technical Certificate

The Advanced Technical Certificate (ATC) is a program of study consisting of at least nine credit hours, but less than forty-five credit hours, of college-level courses. The ATC is awarded to students who have already received an Associate in Science or Associate in Applied Science, or related undergraduate degree, and who are seeking an advanced specialized program of study to supplement their degree.

Advanced Technical Certificate Requirements

- Complete the program of study as set forth in the applicable College catalog.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College and be enrolled at BCC during the semester the ATC is completed.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Advanced Technical Certificate.
- Fulfill all financial and other obligations to the College.



PROGRAMS OF STUDY

Chart of Technical Education Programs

Associate in Applied Science Programs

Associate in Science Programs

Certificate Programs

Diploma Programs

**Broward Community College
Technical Education Programs
2004-2005**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Accounting Technology	AAS AS C	North, Central, South, DTC	HS Diploma/GED	CPT	105
Architectural Design & Construction Tech. Interior Design	AS ATC	DTC DTC	HS Diploma/GED Associate Degree	CPT None	107
Automotive Service Management Tech. Autobody Diesel Engine Technician Service	AAS AS AAS AS AAS AS	South South South	HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT	109
Aviation Institute Aircraft Airframe Mechanic Aircraft Powerplant Mechanic Airport Operations Management Aviation Operations Aviation Maintenance Mgmt Professional Pilot	C C AS AS AAS AS	South South South South South South	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	TABE TABE CPT CPT CPT CPT	110
Biomedical Engineering Technology	AAS ATC	North North	HS Diploma/GED Associate Degree	CPT None	115
Building Construction Technology	AS	DTC		CPT	116
Business Business Administration Business Management Business Management-Customer Service International Business Management Sports Management	AAS AS C C AAS C	North, Central, South North, Central, South North, Central, South Central	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT CPT CPT CPT	117
Cardiovascular Technology *	AS	CHSE North	HS Diploma/GED	CPT	120
Civil Engineering Technology	AS	DTC	HS Diploma/GED	CPT	121
Computer Engineering Technology	AAS	North	HS Diploma/GED	CPT	122
Computer Information Administrator Computer Systems Specialist	AAS AS	North Central	HS Diploma/GED	CPT	123
Computer Programming and Analysis Applications Programmer Software Development	AS AS	North Central North Central	HS Diploma/GED HS Diploma/GED	CPT CPT	124
Criminal Justice/Institute for Public Safety Broward County Correctional Officer Academy (Restricted Admission) Broward County Correctional Probation Officer Academy (Restricted Admission) Broward County Police Academy (Restricted Admission) Crime Scene Emphasis Criminal Justice Emphasis	C C C AS AS	Central Central Central Central Central	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	TABE BAT** BAT** TABE BAT** TABE CPT CPT	126

AAS-ASSOCIATE IN APPLIED SCIENCE DEGREE AS-ASSOCIATE IN SCIENCE DEGREE ATC-ADVANCED
TECHNICAL CERTIFICATE

ATD-APPLIED TECHNICAL DIPLOMA C-CERTIFICATE

CHSE-CENTER FOR HEALTH SCIENCES EDUCATION WHC-DOWNTOWN HIGHER EDUCATION COMPLEX

**BAT-BASIC ABILITIES TEST-ADMINISTERED IN THE CRIMINAL JUSTICE TESTING CENTER, CENTRAL

*THESE PROGRAMS REQUIRE AN ADDITIONAL APPLICATION AND STUDENTS MUST MEET PROGRAM ADMISSION
CRITERIA. FOR FURTHER INFORMATION, CALL 954-201-6780 OR SEE PROGRAM OF STUDY CATALOG PAGE.

**Broward Community College
Technical Education Programs
2004-2005**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Law Enforcement Officer – crossover from Correction Officer (Restricted Admission)	C	Central	HS Diploma/GED	BAT** TABE	
Law Enforcement Officer – crossover From Correctional Probation Officer (Restricted Admission)	C	Central	HS Diploma/GED	TABE BAT**	
Police Service Aide Academy (Restricted Admission)	C	Central	HS Diploma/GED	TABE	
Polygraph Emphasis	AS	Central	HS Diploma/GED	CPT	
Customer Assistance Technology	C	North	HS Diploma/GED	TABE	131
Database Technology					132
Oracle Professional Database Administrator	AS C	Central	HS Diploma/GED	CPT	
Oracle Professional Database Developer	AS C	Central	HS Diploma/GED	CPT	
Dental Assisting *	C	CHSE Central	HS Diploma/GED	TABE	135
Dental Hygiene *	AS	CHSE Central	HS Diploma/GED	CPT	136
Diagnostic Medical Sonography (Ultrasound)*	AAS AS C ATC	CHSE North	Associate Degree Associate Degree	CPT None	138
Vascular Sonography *					
Digital Media/Multimedia Technology					140
Digital Media/Multimedia Tech	AAS	South	HS Diploma/GED	CPT	
Multimedia Web Development	ATC	South	Associate Degree	None	
Project Manager in Digital Design	ATC	South	Associate Degree	None	
Early Childhood Education	AS	North	HS Diploma/GED	CPT	141
E-Commerce	AAS C	North, Central, South	HS Diploma/GED	CPT	142
Electronics Engineering Technology	AAS	North	HS Diploma/GED	CPT	143
Emergency Medical Services *					144
Emergency Medical Services *	AS	CHSE Central, CHSE North	HS Diploma/GED	CPT	
Emergency Medical Technician *	ATD	CHSE Central, CHSE North	HS Diploma/GED	None	
Paramedic *	C	CHSE Central, CHSE North	HS Diploma/GED	CPT	
Environmental Science Technology					146
Environmental Science Technology	AS	Central	HS Diploma/GED	CPT	
Geographic Information Systems	ATC	Central	Associate Degree	None	
Fire Science Technology	AS	Central	HS Diploma/GED	CPT	147
Graphics Technology (Graphic Design)	AS	DTC	HS Diploma/GED	CPT	149
Health Information Management *	AS	CHSE North	HS Diploma/GED	CPT	150
Health Services Management *	AAS AS	CHSE Central	HS Diploma/GED	CPT	151
Hospitality & Tourism Management	AAS AS	Central	HS Diploma/GED	CPT	152
Industrial Management Technology	AAS AS	South	HS Diploma/GED	CPT	153
Legal Assisting –see Paralegal Program	AS	South North	HS Diploma/GED	CPT	154
Marketing Management/Technology					155
Marketing Management	AAS AS	North, Central, South	HS Diploma/GED	CPT	
Marketing Mgmt. - E-Commerce	AAS C	North, Central, South	HS Diploma/GED	CPT	
Marketing Operations	C	Central	HS Diploma/GED	CPT	
Massage Therapy *	C	North	HS Diploma/GED	TABE	157
Medical Assisting *	C	Central	HS Diploma/GED	TABE	158
Medical Information Coder/Biller *	C	CHSE North	HS Diploma/GED	CPT	159

AAS-ASSOCIATE IN APPLIED SCIENCE DEGREE AS-ASSOCIATE IN SCIENCE DEGREE ATC-ADVANCED
TECHNICAL CERTIFICATE

ATD-APPLIED TECHNICAL DIPLOMA C-CERTIFICATE

CHSE-CENTER FOR HEALTH SCIENCES EDUCATION WHC-DOWNTOWN HIGHER EDUCATION COMPLEX

**BAT-BASIC ABILITIES TEST-ADMINISTERED IN THE CRIMINAL JUSTICE TESTING CENTER, CENTRAL

*THESE PROGRAMS REQUIRE AN ADDITIONAL APPLICATION AND STUDENTS MUST MEET PROGRAM ADMISSION
CRITERIA. FOR FURTHER INFORMATION, CALL 954-201-6780 OR SEE PROGRAM OF STUDY CATALOG PAGE.

**Broward Community College
Technical Education Programs
2004-2005**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Network Administrator Microsoft MCSE Cisco CCNP Info Technology Novell CNA Info Technology Microsoft MCSA	AAS AS AAS AS C C C	Central Central Central Central	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT CPT	160
Nuclear Medicine	AS C	CHSE North	HS Diploma/GED	CPT	164
Nursing * LPN-RN Transition Nursing * Nursing RN * Nursing RN On-Line * Basic Perioperative Nursing Coronary Care Nursing Critical Care Nursing Graduate Nurse Intern Home Health Nursing Multi-Skill Health Care Professional	AS AS AS ATC ATC ATC ATC ATC ATC	CHSE CHSE CHSE CHSE CHSE CHSE CHSE CHSE CHSE	HS Diploma/GED HS Diploma/GED HS Diploma/GED Associate Degree Associate Degree Associate Degree Associate Degree Associate Degree Associate Degree	CPT CPT CPT None None None None None None	166
Office Careers/Office Administration					168
Administrative Assistant	C	South	None Needed	TABE	
Legal Office	AAS	North South	HS Diploma/GED	CPT	
Legal Secretary	C	South	None Needed	TABE	
Medical Office	AAS	North South	HS Diploma/GED	CPT	
Medical Office Management	C	North South	HS Diploma/GED	CPT	
Medical Secretary	C	South	None Needed	TABE	
Office Management	AAS C	North South	HS Diploma/GED	CPT	
Office Software Applications	AASC	North South	HS Diploma/GED	CPT	
Office Specialist	C	North South	HS Diploma/GED	CPT	
Office Support	C	North South	HS Diploma/GED	CPT	
Paralegal Studies (Legal Assisting)	AS	South North	HS Diploma/GED	CPT	154
Physical Therapist Assistant Technology* Manual Techniques for the PTA *	AS ATC	CHSE North CHSE North	HS Diploma/GED Associate Degree	CPT CPT	174
Radiation Therapy Technology Radiation Therapy Specialist	AS C	CHSE North CHSE North	HS Diploma/GED Associate Degree	CPT CPT	176
Radiography *	AAS	CHSE Central	HS Diploma/GED	CPT	178
Recreation Technology	AS	Central	HS Diploma/GED	CPT	180
Respiratory Care *	AS	CHSE North	HS Diploma/GED	CPT	181
Restaurant Management	AAS	Central	HS Diploma/GED	CPT	182
Telecommunications Engineering Tech.	AAS	North	HS Diploma/GED	CPT	183
Travel & Tourism Industry Management	AAS AS	Central	HS Diploma/GED	CPT	184
Vision Care * Ophthalmic Technology * Opticianry *	AAS AS AAS AS	CHSE North CHSE North	HS Diploma/GED HS Diploma/GED	CPT CPT	185

AAS-ASSOCIATE IN APPLIED SCIENCE DEGREE AS-ASSOCIATE IN SCIENCE DEGREE ATC-ADVANCED TECHNICAL CERTIFICATE

ATD-APPLIED TECHNICAL DIPLOMA C-CERTIFICATE

CHSE-CENTER FOR HEALTH SCIENCES EDUCATION WHC-DOWNTOWN HIGHER EDUCATION COMPLEX

**BAT-BASIC ABILITIES TEST-ADMINISTERED IN THE CRIMINAL JUSTICE TESTING CENTER, CENTRAL

*THESE PROGRAMS REQUIRE AN ADDITIONAL APPLICATION AND STUDENTS MUST MEET PROGRAM ADMISSION CRITERIA. FOR FURTHER INFORMATION, CALL 954-201-6780 OR SEE PROGRAM OF STUDY CATALOG PAGE.

ACCOUNTING TECHNOLOGY PROGRAMS
Accounting Applications Technical Certificate Major Code 62140
Accounting Technology- Associate in Applied Science Major Code A001
Accounting Technology Associate in Science Major Code 2100

Accounting Applications Technical Certificate Major Code 62140

Program Description

The Accounting Applications Technology Certificate, offered at all BCC locations, is designed to qualify successful completers for jobs as accounting clerks or positions in corporate training departments.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1100	Introduction to Computer Applications	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		12

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce	3
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
Total Term Semester Hours		3
Total Certificate Semester Hours		27

*Requires a pre-requisite. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Accounting Technology Associate in Applied Science Major Code A001

Program Description

The Associate in Applied Science degree in Accounting Technology is designed for students who intend to seek employment in the accounting field and for those who are presently employed in accounting and desire advancement. Graduates may obtain employment in accounting, banking, real estate, and general business management.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1100	Introduction to Computer Applications	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
**Business Elective		3
Total Term Semester Hours		15

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce	3
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
**Business Elective		3
Total Term Semester Hours		6

Second Year Term I

*ACG 2100	Intermediate Accounting I	3
*TAX 2010	Income Tax II	3
*ENC 1101	Composition I	3
ECO 2013	Principles of Economics I	3
BUL 2242	Business Law II	3
GEB 2430	Business Ethics	1
Total Term Semester Hours		16

Second Year Term II

*ACG 2110	Intermediate Accounting II	3
*Mathematics or Science Elective		3
**Business Elective		3
Humanities/Fine Arts Elective		3
SPC 1600	Public Speaking	3
Total Term Semester Hours		15
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

**Business Electives are satisfied by taking any three (3) of the following courses: ECO 2023, FIN 1100, GEB 2112, MAN 2021, MAN 2064, MAR 1011, MNA 1161, MNA 2345, REE 1040.

It is strongly recommended that students see an academic advisor or counselor every term.

Accounting Technology Associate in Science Major Code 2100

Program Description

The Associate in Science degree in Accounting Technology is designed for students who intend to seek employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers, to which this sequence may lead, are accounting, banking, real estate, and general management.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1100	Introduction to Computer Applications	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Math	3
**Elective	Business	3
Total Term Semester Hours		15

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law	3
OST 2335	Communications in the Workforce	3
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
**Elective	Business	3
Total Term Semester Hours		6

Second Year Term I

*ACG 2100	Intermediate Accounting I	3
*TAX 2010	Income Tax II	3
*ENC 1101	Composition I	3
ECO 2013	Principles of Economics I	3
BUL 2242	Business Law II	3
GEB 2430	Business Ethics	1
Total Term Semester Hours		16

Second Year Term II

*ACG 2110	Intermediate Accounting II	3
*#Elective	Mathematics or Science	3
**Elective	Business	3
Elective	Humanities/Fine Arts	3
SPC 1600	Public Speaking	3
Total Term Semester Hours		15
Total Program semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

**Business Electives are satisfied by taking any two of the following courses: ECO 2023, FIN 1100, GEB 2112, MAN 2021, MAN 2604, MAR 1011, MNA 1161, REE 1040.

#Must be college-level and transferable.

It is strongly recommended that students see an academic advisor or counselor every term.

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY
Associate in Science Degree Major Code 2104
Architectural Design/Construction Technology (Interior Design) Advanced Technical Certificate
Major Code 4281

Architectural Design/Construction Technology Associate in Science Major Code 2104

Program Description

Graduates will be able to create the variety of graphic and informational products that architects require to conceptualize, develop, and present the solutions demanded in a competitive market. The mental, graphic, and communications skills developed using computer aided drafting and design plus other technologies will allow a graduate to gain a junior position in a wide range of disciplines. The exposure and knowledge gained in the curriculum will provide a resourceful individual with the ability to succeed and become a valuable member of many types of architecturally related companies. Examples of companies that require the skills and background developed in the program are architectural firms, contractors and developers, government agencies, and corporations. Positions may involve production department drafting (manual and/or computer), presentation drawings, model building, cost budgeting, interfacing with staff architects, drawing and recording specifications, coordinating internal projects with outside consultants, and providing drawings and presentation sketches related to in-house facilities management. This program is offered at the Downtown Higher Education Complex (Willis Holcombe Center).

First Year Term I

*ENC 1101	Composition I	3
*BCN 1272	Building Const Plans Inter	2
*MAC 1105	College Algebra	3
BCN 1252C	Building Construction Draw I	4
ARC 1056C	Digital Media	2
Total Term Semester Hours		14

First Year Term II

MTG 2206	College Geometry	3
*ENC 2210	Technical Report Writing	3
ETD 1320	Basic Cad	3
ARC 2461	Materials and Methods of Construction	4
BCN 2256C	Building Construction Draw II	4
Total Term Semester Hours		17

First Year Term III,

Elective	Humanities/Fine Arts	3
Total Term Semester Hours		3

Second Year Term I

TAR 2142C	Architectural 3D rendering	3
BCT 2114	MEP Plans Interpretation	2
IND 1607C	Ergonomic Environments	3
SPC 1600	Intro to Public Speaking or	3
SPC 1024	Intro to Speech Communication	
TAR 2154	Multi-story Arch Drafting	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		17

Second Year Term II

IND 1429	Interior Materials	3
TAR 2122	Commercial Arch Drafting	3
BCT 1600	Const Plans Estimating I	2
GRA 2403	Project Management	3
TAR 2144C	Arch 3D Space and Animation	3
GRA 2181C	Graphic Design Portfolio	1
Total Term Semester Hours		15
Total Program Semester Hours		66

*Requires a pre- or co-requisite. See course description in this catalog or online.

Technical Courses should be taken in the sequence and term shown unless approved by the Department Head. General Education courses are usually offered every term.

It is strongly recommended that students see an academic advisor or counselor every term.

Architectural Design and Building Construction

Interior Design Advanced Technical Certificate Major Code 4281

Program Description

The Advanced Technical certificate in Interior Design, offered at the Higher Education Complex (Willis Holcombe Center), is designed as a specialized extension to the Associate in Science degree in Architectural Design and Construction Technology program. Graduates from this program will gain supplemental skills in areas of architecture, construction, and interior design. Students will gain an understanding of the interdisciplinary nature of these fields. Coursework focuses on understanding the technical and aesthetic principles essential to the planning of interior spaces, color, and design theory, selection and specification of interior materials and finishes, drafting and interdisciplinary communication standards, business practices and marketing. This program is aimed at architects and those ancillary fields in architecture, construction, and interior design.

IND 1022	Principles of interior Design.....	3
IND 1607C	Interior Design Construction Document.....	3
IND 2210C	Interior Design Studio	3
IND 2230C	Design Development.....	3
IND 2501	Interior Design Industry Practices	2
IND 2945	Internship in Design Industry	1
	Total Semester Hours	15

Additional courses strongly recommended:

SPC 2300	Introduction to Interpersonal Communication
INP 1301	Human Relations in Business and Industry



AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY
Associate in Applied Science Autobody Major Code A002
Associate in Applied Science Diesel Engine Major Code A003
Associate in Applied Science Technician Service Major Code A004
Associate in Science Degree Autobody Major Code 21682
Associate in Science Diesel Engine Major Code 21683
Associate in Science Technician Service Major Code 21681

Program Description

This Automotive Service Management Technology program, offered at Judson A. Samuels South Campus, is designed both to prepare entry-level automotive technicians and to provide academic background for advancement to management positions in the automotive service industry.

Manufacturer Sponsored Programs: Automotive Technology Programs sponsored by Automobile Manufacturers are limited enrollment programs and require an internship at a dealership.

- The General Motors Automotive Service Educational Program (GM-ASEP), Ford Automotive Student Service Educational Training Program (Ford ASSET) and DaimlerChrysler College Automotive Program (Chrysler CAP) are taught in conjunction with Sheridan Technical Center (754) 321-5400.
- The Toyota Technical Education Network (T-TEN) program courses are taught in conjunction with Atlantic Technical Center (754) 321-5188 and Miami-Lakes Technical Educational Center (305) 557-1100.
- The Honda Professional Automotive Career Training Program (Honda PACT) program courses are taught in conjunction with Robert Morgan Technical Educational Center (305) 253-9920 and the Honda Training Center (954) 349-0171.

Master Technician Program: ASE (National Institute for Automotive Service Excellence) Certified Automotive Technicians may be eligible for up to 41 college credits based on life long learning and work experience.

For additional information about the programs listed above, contact the BCC Automotive Technology Program Manager at (954) 201-8886 or email tkeller@broward.edu.

Academic Core Courses Associate in Applied Science Options

*ENC 1101	English Composition	3
Elective	Humanities (Area 2)	3
Elective	Social/Behavioral Sciences (Area 3)	3
*MTB 1310	Applied Mathematics	3
SPC 1024	Introduction to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
CGS 1100	Introduction to Computer Applications	3
Cooperative Education (Internship)		15
Total Academic Core Credits		33

Technical Course Requirements

Technician Service Option Major Code A004

#AER 1010	Introduction to Automotive Technology	3
#AER 1111	Engine Repair	3
#AER 1300	Electrical Systems	4
#AER 1310	Electronics	3
#AER 2230	Manual Drive Train and Axles	3
#AER 2251	Automatic transmissions	3
#AER 2112	Advanced Engine Performance	3
#AER 2410	Brake Systems	4
#AER 2520	Engine Performance	3
#AER 2171	Heating and Air Conditioning Theory	3
#AER 2450	Steering and Suspension	3
Total Technical Service Credits		35
Total Technical Service Degree Credits		68

Autobody Option Major Code A002

#ARR 1010	Introduction to Autobody	3
#AER 1300	Electrical Systems	4
#AER 2410	Brake Systems	4
#AER 2171	Heating and Air Conditioning Theory	3

#AER 2450	Steering and Suspension	3
#ARR 2120	Autobody Refinishing	6
#AER 1010	Introduction to Automotive Technology	3
#ARR 2290	Advanced Autobody Repair	9
Total Autobody Credits		35
Total Autobody Degree Credits		68

Diesel Engine Option Major Code A003

AER 1010	Introduction to Automotive Technology	3
DIM 1001	Diesel Engine Fundamentals	3
AER 1111	Engine Repair	3
DIM 1010	Advanced Diesel Engine	6
AER 1300	Electrical Systems	4
AER 2230	Manual Drive Train and Axles	3
AER 2410	Brake Systems	4
AER 2520	Engine Performance	3
AER 2171	Heating and Air Conditioning Theory	3
AER 2450	Steering and Suspension	3
Total Diesel Engine Credits		35
Total Diesel Engine Degree Credits		68

*Requires a pre- or co-requisite or proper score in placement test. See course description in this catalog or on-line.

#Credit is awarded for completion of Automotive Technology or Autobody Certificate Programs at Broward or Miami-Dade County Public Schools Technical Centers.

NOTE: Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics with MAC 1105 College Algebra.

AVIATION INSTITUTE

Aviation Operations Associate in Science Major Code 2105
Airport Operations Management Associate in Science Major Code 21051
Professional Pilot Technology Associate in Science Major Code 2107
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Aviation Maintenance Management Associate in Applied Science Major Code A005

Program Description

The Aviation Institute links the Judson A. Samuels South Campus with North Perry Airport and brings all of BCC's aviation programs together in a beautiful new complex. As the only public facility in Florida totally dedicated to the training of aviation professionals, the Institute boasts on-site flight training, a 7,000 foot hangar, a simulator wing, spacious workshops and student facilities, and state-of-the-art equipment to prepare students for careers in the 21st century. Aviation programs lead to the Associate in Science/Associate in Applied Science degrees or Federal Aviation Administration (FAA) certificates. They include:

Aviation Operations: Prepares students for employment or advancement in management positions.

Airport Operations Management: Prepares students to work in the aviation industry in airport operations.

Aviation Maintenance Management: FAA Airframe and Power Plant certificates lead to employment with commercial air carriers or with general aviation. Completion of the certificate programs and 23 additional required college credits enables the student to receive the Associate in Science degree.

Professional Pilot Technology: Prepares students for FAA certification as private pilot, commercial pilot with instrument rating, and flight instructor. It is strongly recommended that students see the Admissions Coordinator at the Aviation Institute for additional information.

Aviation Operations Associate in Science Major Code 2105 **Airport Operations Management Associate in Science Major Code 21051**

Program Description

The Aviation Operations and Airport Operations Management Associate in Science Degrees, offered at the Judson A. Samuels South Campus, are designed for students who would like to work in the aviation industry, but not primarily as pilots or technicians. Selected aviation knowledge is provided together with general business management and specialized aviation management courses.

Aviation Operations Associate in Science Major Code 2105

First Year Term I

ATT 1100	Aeronautical Science	3
ASC 1100	Navigational Science I	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3
CGS 1100	Introduction to Computer Applications	3
Total Term Semester Hours		15

First Year Term II

*ASC 1210	Meteorology	3
AVM 2301	General Aviation Marketing and Management	3
*ENC 1102	Composition II or	
*ENC 2210	Technical Report Writing	3
POS 2041	National Government	3
*(1)MAC 1105	College Algebra	3
Total Term Semester Hours		15

First Year Term III

AVM 2410	Airport Management	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		6

Second Year Term I

AVM 2510	Airline Management	3
ASC 2870	Aviation Safety	3
(2)ECO 2013	Principles of Economics I	3
(2)ACG 2001	Principles of Accounting I	3
*STA 2023	Elementary Statistics	3
Total Term Semester Hours		15

Second Year Term II

SPC 1024	Intro to Speech Communication	3
(1)*ECO 2023	Principles of Economics II	3
(1)*ACG 2011	Principles of Accounting II	3
(3)*PHY 1001	Applied Physics	3
(3)*PHY 1001L	Applied Physics Lab	1
Total Term Semester Hours		13
Total Program Semester Hours		64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

(1)Mat 1033, Intermediate Algebra, may be taken by students who do not plan to transfer to an upper level college or university.

(2)Student interested in flight operations may substitute the following courses for those marked with (2).

ASC 2110, Navigational Science II; ATT 2120, Instrument Flight Theory, ATT 2110, Commercial Flight Theory, or a flight course.

(3)PHY 2053 General Physics I and PHY 2053L General Physics I Lab may be substituted by students who have the appropriate math pre-requisites. Some universities require General Physics.

It is strongly recommended that students see an academic advisor or counselor every term.

Airport Operations Management Associate in Science Major Code 21051

Option #2 Airport Operations Management

First Year Term I

ATT 1100	Aeronautical Science	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3
Elective	Humanities/Fine Arts	3
CGS 1100	Introduction to Computer Applications	3

Total Term Semester Hours 15

First Year Term II

AVM 2301	General Aviation Marketing and Management	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce or Professional and Technical Writing	3
*ENC 2210	Professional and Technical Writing	3
AVM 2410	Airport Management	3
AVM 1440	Airport/Airline Security	3

Total Term Semester Hours 15

First Year Term III

*AVM 1940	A/P Ops Internship I	3
GEB 2430	Business Ethics	1

Total Term Semester Hours 4

Second Year Term I

AVM 2510	Airline Management	3
ACG 2001	Principles of Accounting I	3
ASC 2870	Aviation Safety	3
SPC 1024	Introduction to Speech	3
Elective	Aviation	3

Total Term Semester Hours 15

Second Year Term II

*AVM 2941	A/P Ops Internship II	3
ECO 2013	Principles of Economics I or Human Relations in Business and Industry	3
INP 1301	Human Relations in Business and Industry	3
ASC 2320	Aviation Law and Regulations	3
Elective	Math/Natural Science	3
AVM 2450	Airport Planning and Design	3

Total Term Semester Hours 15

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Professional Pilot Technology Associate in Science Major Code 2107

Program Description

The Professional Pilot program, offered at Judson A. Samuels South Campus, provides the flight and ground school requirement for the private and commercial pilot certificates with instrument rating, as well as an Associate in Science degree. The flight instructor certificate and multi-engine ratings are optional. The ground and flight schools are fully approved by the FAA and the College is certified as an FAA Air Agency under Federal Aviation Regulations Part 141. BCC's Aviation Institute works closely with industry to place our graduates. Many students start their aviation careers while attending Broward Community College. Recent graduates are working as flight instructors, corporate pilots and airline pilots. Most airlines hire pilots with college degrees. BCC's Professional Pilot degree is highly regarded in the industry. Students who wish to obtain a bachelor's degree can transfer BCC's credits to a four-year institution.

First Year Term I

ATT 1100	Aeronautical Science	3
ASC 1100	Navigational Science	3
*ATF 1100	Primary Flight	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3

Total Term Semester Hours 15

First Year Term II

*ASC 1210	Meteorology	3
*ASC 2110	Navigational Science II	3
*ATT 2120	Instrument Flight Theory	3
*ATF 2200	Commercial Flight I	3
*ATF 2600	Flight Simulator Training	1

Total Term Semester Hours 13

First Year Term III

Elective	Humanities/Fine Arts	3
Elective	Social/Behavior Sciences or Principles of Economics	3
+ECO 2013	Principles of Economics	3

Total Term Semester Hours 6

Second Year Term I

*ASC 1610	Aircraft Engines, Structures, and Systems	3
*ATF 2210	Commercial Flight II	3
*ATT 2110	Commercial Flight Theory	3
*MAC 1105	College Algebra or Business Calculus	3
(1)*MAC 2233	Business Calculus	3
CGS 1100	Introduction to Computers Applications	3

Total Term Semester Hours 15

Second Year Term II

*ATF 2300	Commercial Flight III	3
(2)Elective	Aviation	2
*ASC 2870	Aviation Safety	3
(3)*PHY 1001	Applied Physics	3
(3)*PHY 1001L	Applied Physics Lab	1
SPC 1024	Introduction to Speech	3

Total Term Semester Hours 15

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

+ECO 2013 and MAC 2233 are recommended for students transferring to Florida Atlantic University (FAU), Bachelor of Business Administration, major in Management (BBA). Students desiring to transfer to the BBA program may complete the following courses at BCC: ENC 1102, Composition II; STA 2023, Introduction to Statistics, ACG 2001, Accounting I; ACG 2011, Accounting II, and ECO, Economics II.

(1) MAT 1033, Intermediate Algebra, may be substituted if the student does not plan to transfer to an upper level college or university.

(2) Students may select ATF 2500, Flight Instructor Training; or ATF 2400, Multi-Engine, with ATF 2630, Multi-Engine Simulator or ATF 2660, Turboprop Simulator. For other options contact the Aviation Department Head.

(3) PHY 2053, General Physics I and PHY 2053L, General Physics I Lab may be substituted by students with the appropriate math pre-requisites. Some universities require General Physics.

Credit for Experiential Learning: Students who possess an FAA certificate or rating obtained before enrolling in the Professional Pilot program should contact the flight training manager to request credit for certain courses.

It is strongly recommended that students see an academic advisor or counselor every term.

FAA Airframe and Power Plant Mechanic Vocational Certificate Major Code 5272

Program Description

The Federal Aviation Administration Mechanic Certificate program is designed to prepare students for immediate employment in commercial or general aviation maintenance. The program has two options. One option is for students desiring to work on airframes, and the other option is for students desiring to work on power plants. The completion of either option leads to the Federal Aviation Administration Mechanic Certificate in either an airframe and/or a Power Plant FAA license. The program of study complies with FAR Part 147 and the program is FAA certified.

Students desiring an Associate in Applied Science Degree may convert these courses into college credit and continue to take general education courses. In addition, these courses will also meet the needs of those students who already have a two or four-year degree and are seeking new employability skills. These courses are offered in 400 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Program Manager prior to enrollment.

Aircraft Airframe Mechanics Vocational Certificate Major Code 5272

BLOCK 1

AMT 0070	Applied Mathematics	20
AMT 0090	Basic Physics	20
AMT 0010	Aircraft Drawings	26
AMT 0050	Ground Operations and Servicing	30
AMT 0040	Materials and Processes	80
AMT 0030	Fluid Lines and Fittings	25
AMT 0081	FARs, Forms, Privilege	36
AMT 0020	Weight and Balance	40
AMT 0060	Corrosion Control	38
AMT 0001	Basic Electricity	85
Total Clock Hours		400

BLOCK 2

AMT 0130	Sheet Metal and Non- Metallic	157
AMT 0110	Wood Structures	11
AMT 0115	Aircraft Covering	12
AMT 0120	Aircraft Finishes	30

AMT 0140	Welding	40
AMT 0155	Assembly and Rigging	65
AMT 0200	Landing Gear Systems	85
Total Clock Hours		400

BLOCK 3

AMT 0160	Airframe Inspection	20
AMT 0210	Hydraulic Pneumatics Systems	75
AMT 0220	Cabin Atmosphere Control Systems	50
AMT 0230	Aircraft Instrument Systems	25
AMT 0240	Comm/Nav. Systems	30
AMT 0250	Aircraft Fuel Systems	40
AMT 0260	Aircraft Electrical Systems	100
AMT 0270	Position and Warning	30
AMT 0285	Ice, Rain and Fire Protection	30
Total Clock Hours		400
Total Program Clock Hour		1,200

Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273

BLOCK 1

AMT 0070	Applied Mathematics	20
AMT 0090	Basic Physics	20
AMT 0010	Aircraft Drawings	26
AMT 0050	Ground Operations and Servicing	30
AMT 0040	Materials and Processes	80
AMT 0030	Fluid Lines and Fittings	25
AMT 0081	FARs, Forms, Privileges	36
AMT 0020	Weight and Balance	40
AMT 0060	Corrosion Control	38
AMT 0001	Basic Electricity	85
Total Clock Hours		400

BLOCK 2

AMT 0300	Reciprocating Engines	191
AMT 0310	Turbine Engines	110
AMT 0400	Engine Instrument Sys.	25

AMT 0420	Engine Electrical and APUs	59
AMT 0320	Engine Inspection	15
Total Clock Hours		400

BLOCK 3

AMT 0460	Induction Systems	25
AMT 0450	Engine Fuel Systems	25
AMT 0451	Fuel Metering Systems	60
AMT 0440	Ignition Systems	85
AMT 0435	Lubrication Systems	70
AMT 0475	Engine Cooling and Exhaust Systems	30
AMT 0410	Engine Fire Protection	15
AMT 0490	Propellers and Unducted Fans	90
Total Clock Hour		400
Total Program Clock Hours		1,200

Aviation Maintenance Management Associate in Applied Science Major Code A005

Program Description

The Aviation Maintenance Management Program leads to the Associate in Applied Science degree and the Federal Aviation Administration Airframe and Power Plant Mechanic Certificates. The plan of study complies with the Federal Aviation Regulations Part 147 for an approved aviation maintenance technician's school, and, in addition, offers the advantages of college level academic and management courses.

Students seeking an Associate in Applied Science degree in Aviation Maintenance Management must complete the general requirements for both the Airframe Mechanics and Power Plant Mechanics diplomas or possess a valid FAA A&P certificate, as well as 23 hours of additional required college credits.

First Year Term I (General)

*AMT 1001	Basic Electricity	2
*AMT 1010	Aircraft Drawings	1
*AMT 1020	Weight & Balance	1
*AMT 1030	Fluid Lines & Fittings	1
*AMT 1040	Material Processes	2
*AMT 1050	Ground Operations and Servicing	1
*AMT 1060	Cleaning and Corrosion Control	1
*AMT 1070	Applied Mathematics	1
*AMT 1081	FAR's, Forms and Privileges.	1
*AMT 1090	Basic Physics	1
Total Term Semester Hours		12

First Year Term II (Airframe I)

*AMT 1110	Aircraft Wood Structures	1
*AMT 1115	Aircraft Covering	1
*AMT 1120	Aircraft Finishes	1
*AMT 1130	Sheet Metal Structures	4
*AMT 1140	Aircraft Welding	1
*AMT 1155	Assembly and Rigging	2
*AMT 1200	Landing Gear Systems	2
Total Term Semester Hours		12

Term III (Airframe II)

*AMT 1160	Airframe Inspection	1
*AMT 1210	Hydraulic and Pneumatic System	2
*AMT 1220	Cabin Atmosphere Control Systems	1
*AMT 1230	Aircraft Instrument Systems	1
*AMT 1240	Communications and Navigation Systems	1
*AMT 1250	Aircraft Fuel Systems	1

*AMT 1260	Aircraft Electrical Systems	3
*AMT 1270	Position and Warning Systems	1
*AMT 1285	Ice/Rain/Fire Protection	1
Total Term Semester Hours		12

Second Year Term I (Power Plant I)

*AMT 2300	Reciprocating Engines	6
*AMT 2310	Turbine Engines	2
*AMT 2320	Engine Inspection	1
*AMT 2400	Engine Instrument Systems	1
*AMT 2420	Engine Electrical Systems	2
Total Term Semester Hours		12

Term II (Power Plant II)

*AMT 2410	Engine Fire Protection Systems	1
*AMT 2435	Lubrication Systems	2
*AMT 2440	Ignition Systems	2
*AMT 2450	Engine Fuel Systems	1
*AMT 2451	Fuel Metering Systems	2
*AMT 2460	Induction Systems	1
*AMT 2475	Engine Cooling and Exhaust Systems	1
*AMT 2490	Propellers and Unducted Fans	2
Total Term Semester Hours		12
Total Airframe & Power Plant Credits		60

The following additional academic courses are required for students desiring the Associate in Applied Science degree in Aviation Maintenance Management:

*ENC 1101	English Composition	3
CGS 1061C	Computer Concepts	1

ATT 1100	Aeronautical Science or	3
ASC 1010	History of Aviation	3
MNA 2345	Principles of Supervision	3
SPC 1024	Introduction to Speech	3
Elective	Humanities/Fine Arts	3
Elective	Social/Behavioral Sciences	3
*MTB 1310	Applied Mathematics or	3
*MAT 1033	Intermediate Algebra	1
HSC 1101C	Healthful Living	23

Total Semester Credits

Total Program Semester Hours

83

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Note: Students may enter the program during any term but must register for the AMT certificate courses as a block during a particular term. Enrollment for individual AMT courses will be permitted with special permission from the Program Manager.



BIOMEDICAL ENGINEERING TECHNOLOGY
Associate in Applied Science Major Code A006
Biomedical Engineering Technology Advanced Technical Certificate Major Code 4268

Biomedical Engineering Technology Associate Applied Science Degree Major Code A006

Program Description

The Associate in Applied Science degree in Biomedical Engineering Technology program, offered at North Campus, prepares students to become medical equipment technicians. Biomedical Engineering technicians are professionals responsible for installing, calibrating, maintaining and repairing biomedical equipment. Graduates also work in sales and supervision within the biomedical engineering field.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
*MTB 1326	Engineering Tech Mathematics II	4
Total Term Semester Hours		14

First Year Term III, Session II

*CET 1317C	Technical Computer Applications	3
*CET1123C	Microprocessors I	4
Total Term Semester Hours		7

Second Year Term I

SPC 1024	Intro to Speech Communication or	
SPC 1600	Public Speaking	3
*EET 2142C	Linear Techniques II	4
*HSC 1531	Medical Terminology or	
*MEA 1233	Anatomy and Physiology	3
*ENC 1101	Composition I	3
Total Term Semester Hours		13

Second Year Term II

*EST 2436C	Biomedical Instrumentation	3
Elective	Social/Behavioral Science	3
*EST 2940	Biomedical Engineering Technology	
	Internship	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		13
Total Program Semester Hours		61

*Requires a pre- or co-requisite. See course descriptions in this catalog or online.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

Students planning to transfer to the University of Miami for a BS in Biomedical Engineering will require Calculus and Physics with Calculus in addition to the above.

It is strongly recommended that students see an academic advisor or counselor every session.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

Biomedical Engineering Technology Advanced Technical Certificate Major Code 4268

Program Description

The Biomedical Engineering Technology Advanced Technical Certificate courses are offered to Associate in Applied Science Degree graduates of the Biomedical Engineering Technology Program. The Advanced Certificate will be awarded upon completion of the following 20 credit hours:

EST 2438C	Adv. Biomedical Instrumentation	3
CGS 2263	Local Area Networking	3
CDA 1403C	PC Support-Operating Systems	3
CDA 1302C	PC Support-Hardware	3
CET 2131C	Microprocessors II	4
EET 2326C	Electronic Communications	4
Total Semester Hours		20

BUILDING CONSTRUCTION TECHNOLOGY

Associate in Science Major Code 2184

Program Description

The Building Construction Technology Program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), prepares students for employment in the construction industry as assistant building inspectors, estimators, plan examiners, schedulers and project managers. The courses emphasize fundamentals and techniques of building construction.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
ARC 1056C	Digital Media	2
BCN 1272	Building Construction Plans Interpretation	2
BCT 1767	OHSA Standards	1
Total Term Semester Hours		14

First Year Term II

*BCN 1252C	Building Construction Drawing I	4
ARC 2461	Materials and Methods Construction	4
FFP 1510	Codes and Standards	3
BCT 2114	MEP Plans Interpretation	2
BCT 1600	Construction Estimating I	2
Total Term Semester Hours		15

First Year Term III, Session II

Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		6

Second Year Term I

BCT 2760	Building Codes and Regulations	3
*BCN 2256C	Building Construction Drawing II	4
BCN 2561	Mechanical and Electrical Systems	3
BCN 2614C	Construction Estimating II	3
BCN 1706	Construction Documents	2
Total Term Semester Hours		15

Second Year Term II

BCT 2787C	MEP Drawing	3
SPC1600	Public Speaking or	
SPC 1024	Introduction to Speech Communications	3
BCT 1743	Construction Law	2
GRA 2403	Project Management	3
BCT 2941L	Building Construction Field Experience	1
BCT 2705	Infrastructure Coordination	2
Total Term Semester Hours		14
Total Program Semester Hours		64

*Requires a pre- or co-requisite. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.



BUSINESS ADMINISTRATION**Associate in Applied Science Major Code A032**

International Business Management Specialization Associate in Applied Science Major Code A007
Associate in Science Major Code 2119

BUSINESS MANAGEMENT CERTIFICATES

Business Management Technical Certificate Major Code 62671

Customer Service Specialization Technical Certificate Major Code 62672

Sports Management Specialization Technical Certificate Major Code 62673

Business Administration Associate in Applied Science Major Code A032**Program Description**

The Associate in Applied Science degree in Business Administration, offered at all BCC locations, is designed for students seeking immediate employment in business and for those presently employed in a business career that desire advancement. This program develops students in a broad range of business functions and is designed for those students seeking careers or advancement in the areas of supervisory or middle management.

First Year Term I

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
MAR 1011	Principles of Marketing	3
Total Term Semester Hours		12

First Year Term II

ACG 2001	Principles of Accounting I	3
CGS 1100	Introduction to Computer Applications	3
OST 2335	Communications in the Workforce	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12

First Year Term III

*ACG 2011	Principles of Accounting II	3
*ENC 1101	Composition I	3
Total Term Semester Hours		6

Second Year Term I

ECO 2013	Principles of Economics I	3
MAN 2021	Introduction to Management	3
*ACG 2071	Managerial Accounting	3
FIN 1100	Personal Finance	3
GEB 2430	Business Ethics	1
Total Term Semester Hours		13

Second Year Term II

Elective	Mathematic or Science	3
*BUL 2242	Business Law II	3
Elective	Humanities/Fine Arts	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Introduction to Public Speaking	3
GEB 2949	Co-op Work Experience/Internship or	
*Elective	Business	3
Total Term Semester Hours		15

Second Year Term III

*ECO 2023	Principles of Economics II	3
#Elective	Business	3
Total Term Semester Hours		6
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#Business Electives are satisfied by the following courses: GEB 2112, MAR 2141, MKA 1021, MNA 1161, MAN 2604, TAX 2000, TAX 2010, REE 1040, or MNA 1134

International Business Management Associate in Applied Science Major Code A007**Program Description**

The Associate in Applied Science degree in International Business Management is designed for students seeking to enter management training and entry-level jobs in international businesses such as manufacturers, wholesalers, exporters, banks, freight forwarders, transportation firms, and importers.

First Year Term I

ECO 2013	Principles of Economics I	3
GEB 1011	Introduction to Business	3
MAR 2141	International Marketing	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		12

First Year Term II

ACG 2001	Principles of Accounting I	3
#MAN 2604	International Business Environment	3

+Elective	Business	3
+Elective	Business or	
Co-op Work Experience		3
Total Term Semester Hours		12

First Year Term III

*ENC 1101	Composition I	3
CGS 1100	Introduction to Computer Applications	3
Total Term Semester Hours		6

Second Year Term I		
BUL 2241	Business Law I	3
*ECO 2023	Principles of Economics II	3
FIN 1100	Personal Finance	3
GEA 2000	World Geography	3
Total Term Semester Hours		12
Second Year Term II		
#FIN 2600	Finance of International Trade	3
GEB 2955	International Current Business Practices	3
MAN 2021	Introduction to Management	3
SPC 1600	Introduction to Public Speaking	3
Foreign Language		4
Total Term Semester Hours		16
Second Year Term III		
Elective	Humanities/Fine Arts	3
*MTB 1310	Applied Mathematics	3
Total Term Semester Hours		6
Total Program Semester Hours		64

*Requires a pre- or co-requisite. See course description in this catalog or online.

+Business Electives are satisfied by taking one (1) of the following courses: ACG 2011, BUL 2242, MAR 1011, MKA 1021 or MKA 1511.

#Bi-yearly, North Campus only

Language level is determined by a placement test. Students may satisfy the 4 credit foreign language requirements by demonstrating proficiency through an examination. Contact the Department of Non-Traditional Programs.

It is strongly recommended that students see an academic advisor or counselor every term.

Business Administration Associate in Science Degree Major Code 2119

Program Description

The Associate in Science degree in Business Administration, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, trains individuals to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business functions including accounting computer usage, management, and marketing. Successful completion of this program earns the student entry into any university in the State University System as part of the AS to BS program.

General Education

#ECO 2013	Principles of Economics I	3
*ECO 2023	Principles of Economics II	3
*ENC 1101	Composition I	3
*ENC 1102	Composition II	3
Humanities/Fine Arts Elective		3
*MAC 1105	College Algebra	3
#MAC 2233	Business Calculus	3
SPC 1600	Introduction to Public Speaking	3
Total Semester Hours		24

Program Pre-requisites

ACG 2001	Principles of Accounting I	3
*ACG 2011	Principles of Accounting II	3
*ACG 2071	Managerial Accounting	3
CGS 1100	Introduction to Computer Applications	3
*QMB 2100	Quantitative Mth. of Business	3
Pre-requisite Semester Hours		15

Professional Core:

BUL 2241	Business Law I	3
CGS 1510	Electronic Spreadsheet	3
ECO 2220	Money and Banking	3
FIN 1100	Personal Finance	3
MAN 2021	Introduction to Management	3

MAR 1011	Principles of Marketing	3
OST 1795	Telecommunications	1
OST 2335	Communications in the Workforce	3
PHI 2600	Introduction to Ethics	3
Total Professional Core Semester Hours		25
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#Course counts as a General Education and as a Program pre-requisite.

Transfer AS to BS:

BS General Business – UCF, USF	
BS Business Administration and Management – FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF	
General Education	12 Semester Credit Hours
Courses Required to Complete Degree	56 Semester Credit Hours
Total University	68 Semester Hours

NOTE: Some courses may require a "C" or higher to transfer to some universities.

Business Management Technical Certificate Major Code 62671**Program Description**

The Business Management Technical Certificate, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, is a program designed to prepare students to become small business owners and managers. Upon successful completion of this program, the student can also proceed toward completion of an A.S. or A.A.S. Degree in either Business Administration or Marketing Management.

Term I

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
MAR 1011	Principles of Marketing	3
Total Term Semester Hours		12

Term II

ACG 2001	Principles of Accounting I	3
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CGS 1100	Introduction to Computer Applications	3
OST 2335	Communications in the Workforce or	3
MNA 1134	Contact Center Operations	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12
Total Certificate Semester Hours		24

*Requires a pre-requisite. See course description in this catalog or online.

Business Management Technical Certificate Customer Service Specialization Major Code 62672**Program Description**

The Customer Service Technical Certificate, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, is designed to prepare students for immediate employment or advancement in customer service. The courses include materials that teach theory, develop skills and address practical applications for such employment. This certificate is designed to allow the student to participate in numerous activities that lead to strong employable skills. The courses in the certificate can also be applied toward an Associate in Science degree in Business Administration.

Term I

MNA 1161	Introduction to Customer Service	3
MTB 1103	Business Mathematics	3
CGS 1100	Introduction to Computer Applications	3
OST 2335	Communications in the Workforce or	3
MNA 1134	Contact Center Operation	3
Total Term Semester Hours		12

Term II

GEB 1011	Introduction to Business or	
GEB 2949	Co-op-Specialization Customer Service	3
ACG 2001	Principles of Accounting I	3
BUL 2241	Business Law I	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12
Total Certificate Semester Hours		24

Business Management Technical Certificate Sports Management Specialization Major Code 62673**Program Description**

The Sports Management Technical Certificate Program, offered at A. Hugh Adams Central Campus, is designed for students seeking employment or advancement in careers in recreation. Potential employers include city, state, and national parks and recreation centers; hospitals and rehabilitation centers; retirement centers; fitness centers; youth organizations; tourism industry (hotels, cruise ships, adventure tours, etc.). Upon successful completion of this program, the student can also proceed toward completion of A.S. degree in Recreation Technology.

Certificate Requirements

MNA 2345	Principles of Supervision	3
LEI 1000	Introduction to Recreation	3
HSC 2400	First Aid	3
PET 1303	Foundations of Exercise Science	3

HFT 2600	Hospitality Law	3
LEI 1700	Recreation for Special Groups	3
LEI 2433	Recreation Management	3
HLP 1031	Health Fitness	2
Activity Course Elective		1
Total Certificate Semester Hours		24

CARDIOVASCULAR TECHNOLOGY

Associate in Science Major Code 2186

Program Description

Cardiovascular Technology is a specialty dealing with the diagnosis and treatment of patients with cardiac and vascular disorders. Graduates of the program are provided with a wide variety of career opportunities in cardiovascular technology including, EKG stress testing, Holter monitoring, cardiac catheterization, pacemaker clinics, and electrophysiology laboratories. Program completers qualify for the Cardiovascular Credentialing International (CCI) Basic Science Exam, Certified Cardiographic Technician Examination, and the Invasive Registry Examination. The Cardiovascular Technology Program and Respiratory Care Program share several courses. This provides students in these two programs the opportunity to cross train and develop multiple skills without unnecessary duplication of coursework. Students who complete the Cardiovascular Technology Program will be granted priority admission status for the Respiratory Care Program. The program is comprised of two primary areas of study: invasive and non-invasive cardiovascular procedures. The invasive cardiovascular courses, CVT 2420, CVT 2420L, CVT 2421, CVT 2421L, CVT 2840L and CVT 2841L involve exposure to radiation. Therefore, no one who is pregnant may be enrolled in these courses. Students who become pregnant while taking these courses will be allowed to withdraw without grade penalty, but may not continue in the courses.

Applicants should call (954) 201-2085 for additional information. Program is offered at Health Sciences, North Campus.

Criteria for Admission to Cardiovascular Technology Associate in Science degree:

- Applicants must complete the requirements for admission to Health Science Programs. See page 32.
- Student must have satisfactory completed all College Preparatory Courses.
- Complete all pre-requisite courses with a grade of "C" or higher prior to submitting an application
- Students must have a minimum 2.0 overall degree GPA.
- Applicants must complete the Pre-Health Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476)) prior to admission to the program.
- Complete a four-hour observation.

Pre-requisite Courses

*MAT 1033	Intermediate Algebra or higher	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*CHM 1033	Chemistry for Health Sciences	3
*ENC 1101	Composition I	3
Total Semester Hours		13

First Year Term I

*CVT 2620	Non-invasive Cardiology I	3
*CVT 2620L	Non-invasive Cardiology I Lab	1
*RET 1485	Cardiopulmonary Anatomy and Physiology	3
HSC 1531	Medical Terminology	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
Total Semester Hours		14

First Year Term II

*CVT 2420	Invasive Cardiology I	3
*CVT 2420L	Invasive Cardiology I Lab	2
*CVT 2842L	Non-invasive Clinical	4
*CVT 1200	Cardiopulmonary Pharmacology	3
Total Semester Hours		12

First Year Term III, Session II and Session III

*CVT 2421	Invasive Cardiology II	3
*CVT 2421L	Invasive Cardiology II Lab	2
Elective	Social/Behavioral Science	3
Total Semester Hours		8

Second Year Term I

*CVT 2840L	Clinical I	4
*PHY 1001	Applied Physics	3
CGS 1100	Introduction to Computer Applications	3
SPC 1600	Public Speaking or	
SPC1024	Introduction to Speech Communication	3
*CVT 2920	Cardiac Pathophysiology	3
Total Semester Hours		16

Second Year Term II

*CVT 2841L	Clinical II	4
*STA 2023	Elementary Statistics	3
*MCB 2013	Microbiology	3
*MCB2013L	Microbiology Lab	1
Elective	Humanities/Fine Arts	3
Total Semester Hours		14
Total Program Semester Hours		77

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

CIVIL ENGINEERING TECHNOLOGY
Associate in Science Major Code 2109

Program Description

The increasing availability of computers has created a high demand for technicians with a two-year college degree. Most of the tasks that professional engineers used to perform with the calculator can now be delegated to engineering technicians with the skills acquired from this two-year program. The program has been implemented to upgrade or prepare students for the various disciplines in civil engineering (structural, sanitary, highway, land development, etc.) for both the private sector and the government. Positions available in the industry may be as civil engineering technicians to perform computer-oriented tasks for the professional engineer (hydraulics, land development, highways, structural analysis, and drafting) or as field inspectors for all the structural and civil engineering applications.

This program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), is oriented toward entry-level students, but many of the courses offered reflect the requirements of the industry for the kind of help that civil engineers need at their level.

First Year Term I

*ENC 1101	Composition I	3
CGS 1000	Introduction to Computers	3
*ETC 1250C	Materials and Processes	3
*MAC 1105	College Algebra	3
Elective	Social/Behavioral Science	3

Total Term Semester Hours 15

First Year Term II

BCN 1252C	Building Construction Drawing I	4
*MAC 1114	Trigonometry	3
ETD 1320	Basic CAD	3
*PHY 1001	Applied Physics	3
*PHY 1001L	Applied Physics Lab	1

Total Term Semester Hours 14

First Year Term III, Session II

SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
*SUR 2001	Surveying	1
*SUR 2001L	Surveying Lab	2

Total Term Semester Hours 6

Second Year Term I

*BCN 2256C	Building Construction Drawing II	4
*SUR 2140C	Route Surveying	3
*ENC 2210	Technical Report Writing	3
BCT 1600	Building Construction Estimating	2
BCT 2941L	Field Experience	1

Total Term Semester Hours 13

Second Year Term II

*BCN 2614C	Planning and Estimating	3
Elective	Humanities/Fine Arts	3
ARC 2580	Structures	4
BCT 2705	Infrastructure Coordination	2
EVS 2005	Water/Waste Water	3

Total Term Semester Hours 15

Total Program Semester Hours 63

*Requires a pre- or co-requisite. See course description in this catalog or online.

Courses should be taken in the sequence and term suggested unless approved by the Department Head.

It is strongly recommended that students see an academic advisor or counselor every term.

COMPUTER ENGINEERING TECHNOLOGY
Computer Engineering Technician Associate in Applied Science Major Code A035

Program Description

The Associate in Applied Science degree in Computer Engineering Technology, offered at the North Campus, prepares students for employment in the fields of computer design and development, data acquisition, microcomputer systems analysis, programming and data communications. These courses may transfer to upper level BET and BSET programs. Students should consult the colleges to which they wish to transfer.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
CDA 1403C	PC Support-OP System (Session 2)	3
*CDA 1302C	PC Support Hardware (Session 2)	3
Total Term Semester Hours		16

First Year Term III

*CET 1123C	Microprocessors I	4
*CET 1317C	Technical Computer Applications	3
CGS 2263	Local Area Networking	3
Total Term Semester Hours		10

Second Year Term I

*ENC 1101	Composition I	3
*CET 2131C	Microprocessors II	4
CET 2489C	Networking Technology	2
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		15

Second Year Term II

*EET 2355C	Data Communications	3
Elective	Humanities/Fine Arts	3
CET 2494C	Advanced Networking	3
CTS 2312C	Security*	4
Total Term Semester Hours		13
Total Program Semester Hours		68

*Requires a pre or co-requisite or proper score on placement test. See course description in the catalog or online.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year.

These requirements apply to students who enroll in Broward Community College for the first time in August 2004. Other students refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor every term.

COMPUTER INFORMATION ADMINISTRATOR
Computer Systems Specialist Associate in Applied Science Major Code A010
Computer Systems Specialist Associate in Science Major Code 21491

Computer Systems Specialist Major Code A010

Program Description

The Computer Systems Specialist Associate in Applied Science Degree, offered at A. Hugh Adams Central Campus and North Campus, is designed to prepare for the growing business market of microcomputer applications, Internet, security, programming, networking, and troubleshooting.

First Year Term I**

*ENC 1101	Composition I	3
*MTB 1310	Applied Mathematics or	3
*MAT 1033	Intermediate Algebra	
CGS 1100	Introduction to Computer Applications	3
CGS 1557C	Internet Site Design	3
⁽¹⁾ Elective	Business Elective	3
Total Term Semester Hours		15

First Year Term II

CDA 1403 C	PC Support-OP. Sys (session 2)	3
*CDA 1302C	PC Support-Hardware (session 4)	3
*COP 1334C	Introduction to C++ Programming	3
ENC 2210	Professional and Technical Writing	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

First Year Term III

CGS 1510	Electronic Spreadsheet or	3
CGS 1518C	Microsoft Specialist: Advanced Excel	
CGS 2263	Local Area Networking	3
Total Term Semester Hours		6

Second Year Term I

*CET 2489C	Networking Technology	2
CGS 1540C	Database Management or	3
CGS 1543C	Microsoft Specialist: Advanced Access	
*COP 2171C	Visual Basic Programming	3
SPC 1024	Intro to Speech Communication or	3
SPC 1600	Public Speaking	
Elective	Elective Social/Behavioral Science	3
Total Term Semester Hours		14

Second Year Term II

*CET 2494C	Advanced Networking	3
*COP 1341	Unix Operating System	3
CTS 2312C	Security	4
EET 2355C	Data Communications	3
Total Term Semester Hours		13
Total Program Semester Hours		63

*Requires a pre- or co-requisite. See course description in this catalog or online.

⁽¹⁾Business Elective: Any course with ACG, BUL, GEB, MAN, or MAR.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor each term.

Computer Systems Specialist Associate in Science Major Code 21491

Students seeking an Associate in Science degree shall substitute MTB 1310 requirement in the Associate in Applied Science degree with MAC 1105, College Algebra or higher-level Mathematics.

COMPUTER PROGRAMMING AND ANALYSIS
Application Programmer Associate in Science Major Code 2195
Software Development Associate in Science Major Code 21133

Application Programmer Associate in Science Major Code 2195

Program Description

The Associate in Science Degree in Application Programmer, offered at the North and A. Hugh Adams Central Campuses, is designed to prepare students for the dynamic world of applications programming and development, while also permitting the student to tailor the degree to their educational goals. Areas of choice include a wide variety of topic areas such as business and engineering programming, hardware and software support, computer applications, computer aided design, computer networking, database management, accounting, business, management, marketing, mathematics, physics, and statistics.

First Year Term I

*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
CGS 1100	Introduction to Computer Applications	3
(3) Elective	Field Elective	3
COP 1334C	Introduction to C++ Programming	3
Total Term Semester Hours		15

First Year Term II

*ENC 1102	Composition II or	
*ENC 2210	Professional and Technical Writing	3
*COP 1337C	Intermediate C++ Programming	3
*COP 2171C	Visual Basic Programming	3
CGS 1540C	Database Management	3
SPC 1024	Intro to Speech Communication or	3
SPC 1600	Intro to Public Speaking	
Total Term Semester Hours		15

First Year Term III

(2) Elective	Computer Science Elective	3
(3) Elective	Field Elective	3
Total Term Semester Hours		6

Second Year Term I**

*CIS 2321	System Development and Design	3
*COP 1341	UNIX or	
*CEN 1880C	LINUX+	3
*COP 2331	Object Oriented Design and Prog.	3
(1) Elective	Computer Programming Elective	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		15

Second Year Term II**

(1) Elective	Computer Programming elective	3
(2) Elective	Computer Science Elective	3
(3) Elective	Field Elective	3
Elective	Humanities/Fine Arts Elective	3
Total Term Semester Hours		12
Total Program Semester Hours		63

*Requires a pre- or co-requisite. See course description in this catalog or online.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

#Students choosing CEN 1880C (4 credits) instead of COP 1341 may take a two-credit computer science elective in replacement of the three credit computer science elective to stay within the number of credits for the degree.

- (1) Computer Programming Electives: Any course with prefix COP.
- (2) Computer Science Elective: Any course with prefix CDA, CEN, CET, CGS, CIS, COP, or CTS.
- (3) Field Elective: Any computer science elective or ACG 1003, ACG 2001, ACG 2011, BUL 2241, ETD 1320, ETD 2350C, GEB 1011, GEB 2112, MAC 2311, MAC 2312, MAC 2313, MAN 2021, MAR 1011, OST 1811C, PHY 1001, PHY 2048, PHY 2049, PHY 2053, PHY 2054, or STA 2023.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

Students who meet these degree requirements will have satisfied the speech requirements for this major.

It is strongly recommended that students see an academic advisor or counselor every term.

Software Development Associate in Science Major Code 21133

Program Description

The Associate in Science Degree in Software Development, offered at the North Campus, is designed to prepare students for specialization in the development of software in a variety of technical environments. The degree prepares the student for immediate employment in such careers as Programmer, Programmer/Analyst, Systems Analyst, and Software Engineer.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
COP 1334C	Introduction to C++	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		12

First Year Term II

*ENC 2210	Professional and Tech Writing	3
COP 1337C	Intermediate C++	3
COP 1341	Unix Operating System	3
COP 2171C	Visual Basic Programming	3
CGS 1540C	Database Management	3
Total Term Semester Hours		15

First Year Term III

CIS 2321	Systems Design and Development	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Introduction to Public Speaking	3
Total Term Semester Hours		6

Second Year Term I

COP 2331C	Object-Oriented Design and	
	Programming Using C++	3
Elective	Humanities/Fine Arts	3
COP 2821C	Visual Basic Development	3
COP 2700C	Database Programming using SQL	3
COP 2701C	Access VBA Programming	3
Total Term Semester Hours		15

Second Year Term II

COP 2800C	Programming in JAVA	3
COP 2227C	Solution Architectures	3
Elective	Social/Behavioral Science	3
COP 2706C	Business Development Using	
	Visual Basic	3
(1)Elective	Computer Science Elective	3
Total Term Semester Hours		15
Total Program Semester Hours		63

*Requires a pre- or co-requisite. See course description in this catalog or online.

(1)Computer Science Elective – Any course with prefix CDA, CEN, CET, CGS, CIS, COP, or CTS.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

It is strongly recommend that students see an academic advisor or counselor every term.

CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE IN SCIENCE**Criminal Justice Emphasis Major Code 21101****Crime Scene Emphasis Major Code 21102****Polygraph Emphasis Major Code 21104****Program Description**

The primary mission of the Broward Community College Institute of Public Safety, located on A. Hugh Adams Central Campus, is to prepare the student as a Criminal Justice Practitioner and for such jobs as Police Officer, Corrections (jail/prison) Officer, U.S. Customs or I.N.S. Inspector, Crime Scene Technician, Community/Police Service Aide or Polygrapher. The Institute of Public Safety is certified by the Florida Criminal Justice Standards and Training Commission as a training center which authorizes the basic Law Enforcement and Corrections Academy training as well as in-service, advanced and career development training to meet local needs.

Students seeking to transfer to a university for a baccalaureate degree for a "professional position" such as Probation Officer, Parole Officer, Special Agent for U.S. Federal Agencies (such as FBI or DEA), Juvenile Counselor, or Social Caseworker should take an appropriate Associate in Arts Degree Program. Program sheets are available in the Office of Student Affairs/Counseling Office.

Criminal Justice Technology Associate in Science Core Courses

An A.S. degree in Criminal Justice may be earned by completing the General Education and Criminal Justice Core Requirements and Specialization courses indicated in the option selected. The associate degree does not qualify students for state certification as corrections or law enforcement officers. A student must complete the Florida Criminal Justice Standards and Training Commission Basic Recruit Training Program for state certification.

Core Courses (Required for all students):

*ENC 1101	Composition I	3
*ENC 1102	Composition II or	
*ENC 2210	Technical Report Writing	3
Elective	Mathematics/Natural Science	3
Elective	Humanities/Fine Arts	3
POS 2041	National Government or	
POS 2112	State and Local Government	3
PSY 2012	General Psychology	3
SYG 2000	General Sociology	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3

CGS 1000	Introduction to Computers or	
CGS 1100	Introduction to Computer Applications	3
CCJ 1020	Introduction to Criminal Justice	3
CJL 1062	Constitutional Law	3
CCJ 2191	Human Behavior in Criminal Justice	3
CJT 2100	Criminal Investigation	3
#HSC 1101C	Healthful Living (Major 21101 only)	1
Total Core Semester Hours		40

#Required in Criminal Justice Option only.

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Criminal Justice Emphasis Major Code 21101

Core Courses (See Above) **40**
 Twelve (12) Criminal Justice elective credits to be selected from the following:

CJL 1100	Criminal Law	3
CJL 1130	Criminal Evidence	3
CJE 1300	Introduction to Criminal Justice Administration and Management	3
CJE 2400	Police Community Relations	3
CJL 2060	Civil Rights	3
CCJ 2162	Probation and Parole Procedures	3
*CCJ 2500	Juvenile Justice	3
CJE 2170	Comparative World Police Agencies	3

CCJ 2000	Introduction to Corrections	3
*CCJ 2933	Corrections Practicum	3
CJD 1420	Correctional Law	3
CJT 2110	Introduction to Criminalistics	3
Total Criminal Justice Elective Credits		12
+General Education Elective		12
Total Program Semester Hours		64

+General Education Electives Credits to be selected from any College Level Courses in Areas 2 - 5.

*Requires a pre- or co-requisite. See course description in this catalog or online.

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Crime Scene Emphasis Major Code 21102

Core Courses (Required for all students-see above) 39

Specialization Options-Crime Scene Emphasis

CJL 1100	Criminal Law	3
CJL 1130	Criminal Evidence and Court Procedures	3
Science Elective (includes Lab)		7
CJT 2110	Introduction to Criminalistics (Offered Term 1 & Term II,	3
CJT 2120	Forensics Photography (Offered in Term 1 and Term II, evening class)	3

*CJT 2130	Criminalistics Practicum (Offered in Term III, evening class)	3
Total Crime Scene Emphasis Semester Hours		22

*CJT 2115	Advanced Forensic Investigation (Offered in Term 1, evening class) or General Education Elective Credits from college level courses in Areas 2-5	3
Total Program Semester Credits		64

*Requires a pre- or co-requisite. See course description in this catalog or online.

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Polygraph Emphasis Major Code 21104

Core Courses (Required for all students see above) 39

The following courses in Polygraph (CJD/CJT) are the credits awarded to a student through Experiential Learning for completing the polygraph training at Deception Control, Inc., Fort Lauderdale. Applicants must submit verification of completion of approved polygraph training to the Director of the Criminal Justice Degree Programs and to Experiential Learning.

CJD 2250	Interviews and Interrogations	3
CJT 2251	Test Questions Construction and Semantics, Personnel Screening	3
CJT 2253	Chart Analysis, Validity and Reliability	4
CJT 2250	Polygraph Theory and Operations	3

CJT 2252	Test Questions Construction and Semantics, Criminal Cases	3
CJT 2254	Polygraph Operations Practicum	3
Total Polygraph Emphasis Semester Hours		19

General Education Elective Credits to be selected from college level courses in Areas 2-5		6
Total Program Semester Hours		64

*Requires a pre- or co-requisite. See course description in this catalog or online.

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

CRIMINAL JUSTICE CERTIFICATES**Broward County Correctional Officer Academy Major Code 5270****Broward County Correctional Probation Officer Academy Major Code 5282****Broward County Police Academy Major Code 5269****Law Enforcement Officer-crossover from Correction Officer Major Code 5278****Law Enforcement Officer-crossover from Correctional Probation Officer Major Code 5296****Police Service Aide Academy Major Code 5271****Program Description**

The Florida Criminal Justice Standards and Training Commission recognize the Broward Community College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers six certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Officer-crossover from Correctional Probation Officer, and the Police Service Aide Certificate Program. **A person must be hired or sponsored by a corrections or law enforcement agency before being enrolled in any of these certificate programs.** For further information on these certificate programs, contact the Testing Center at the Institute of Public Safety at (954) 201-6931.

Broward County Correctional Officer Academy Major Code 5270

Upon successful completion of the Broward County Correctional Officer Academy, a student is eligible to take the State Certification exam to become a certified Florida Corrections Officer. Correction officers typically are employed in state prisons or county and city jails or stockades. A person must be hired or sponsored by a corrections or law enforcement agency before being enrolled in the Broward County Corrections Academy. To find out what tests you must take before you can be hired or sponsored by a corrections or law enforcement agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931. A person who is accepted into the Broward County Correctional Officer Academy will take two college credit courses and nine post-secondary adult vocational courses:

		Credit Hours
CJD 1420	Correctional Law	3
CJD 1763	Interpersonal Skills in Criminal Justice	3

		Clock Hours
CJD 0771	Criminal Justice Legal 2	22
CJD 0772	Criminal Justice Communications	42
CJD 0773	Interpersonal Skills 1	62
CJK 0050	Criminal Justice Defensive Tactics	106
CJK 0040	Criminal Justice Weapons	64
CJK 0030	Medical First Responder	49
CJD 0750	Interpersonal Skills 2	2

CJD 0741	Emergency Preparedness	26
CJD 0752	Correctional Operation	64
Total Clock Hours		533

Students attend the Broward County Corrections Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately fourteen weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10% of scheduled class sessions. Students will wear uniforms and must follow Corrections Academy Rules of Conduct.

Broward County Correctional Probation Officer Academy Major Code 5282

Upon successful completion of the Broward County Correctional Probation Officer Academy, a student is eligible to take the state certification exam to become a certified Florida Correctional Probation Officer. A person must be hired or sponsored by a correction agency before being enrolled in the program. To find out what tests you must take before you can be hired or sponsored by a corrections agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931. A person who is accepted into the Broward County Correctional Probation Officer Academy Program will take the following eight post-secondary adult vocational courses:

CJD 0790	Correctional Probation Legal	60
CJD 0791	Correctional Probation Operations	16
CJD 0792	Correctional Probation Interpersonal	68
CJD 0793	Communication	70
CJD 0794	Correctional Probation Supervision	54
CJD 0795	Correctional Probation Weapons	16

CJK 0050	Criminal Justice Defensive Tactics	106
CJK 0030	Medical First Responder	49
Total Clock Hours		439

Students attend the Broward County Correctional Probation Academy program Monday through Friday, 8:00 AM to 5:00 PM for approximately eleven

weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain

excellent attendance, not missing more than 10% of scheduled class sessions, and must follow the Academy Rules of Conduct.

Broward County Police Academy Major Code 5269

Upon successful completion of the Broward County Police Academy, a student is eligible to take the State Certification exam to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the Broward County Police Academy. To find out what tests you must take before you can be hired or sponsored by a law enforcement agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931.

	Clock Hours
CJK 0005 Introduction and Law	53
CJK 0010 Human Issues	63
CJK 0015 Communications	61
CJK 0020 Vehicle Operations	40
CJK 0030 First Responder	49
CJK 0040 Weapons	64
CJK 0050 Defensive Tactics	106
CJK 0060 Patrol	54
CJK 0070 Investigations	48
CJK 0075 Investigating Offenses	45

CJK 0080 Traffic Stops	51
CJK 0085 Traffic Crash Investigation	32
CJK 0090 Tactical Applications	54
Total Clock Hours	720

Students attend the Broward County Police Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately eighteen weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

Law Enforcement Officer-crossover from Correctional Officer Major Code 5278

Upon successful completion of the Law Enforcement Officer-crossover from Correctional Officer program, a currently certified Corrections Officer is eligible to take the state certification exam to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the program. To find out what tests you must take before you can be hired or sponsored by a law enforcement agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931. A person who is accepted into this C Program will take one college credit course and six post-secondary adult vocational courses.

	Credit Hours
CJT 2100 Criminal Investigations	3
	Clock Hours
CJD 0781 Cross-Over - Law Enforcement	48
CJD 0730 Law Enforcement Legal 3	32
CJD 0731 Law Enforcement Patrol	64
CJD 0732 Law Enforcement Traffic	46
CJK 0020 Vehicle Operations	40
CJD 0734 Law Enforcement Investigations	16
Total Clock Hours	294

Students attend the program Monday through Friday, either 8:00 AM to 12:00 PM or 6:00 PM to 10:00 PM for approximately eleven weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

Law Enforcement Officer-crossover from Correctional Probation Officer Major Code 5296

Upon successful completion of the Law Enforcement Officer-crossover from Correctional Probation Officer program, a currently certified Correctional Probation Officer is eligible to take the state officer certification examination to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the program. To find out what tests you must

take before you can be hired or sponsored by a law enforcement agency, contact the Testing Center at the Institute for Public Safety at (954) 201-6931

	Credit Hours
CJT 2100 Criminal Investigations	3
	Clock Hours
CJD 0796 Legal Crossover Correctional Probation to Law Enforcement	64
CJD 0797 Crossover Correctional Probation to Law Enforcement	46

CJK 0040	Criminal Justice Weapons	64
CJK 0020	Vehicle Operations	40
CJD 0731	Law Enforcement Patrol	64
CJD 0732	Law Enforcement Traffic	46
CJD 0734	Law Enforcement Investigations	16
Total Clock Hours		388

A person who is accepted into the Cross-Over from Correctional Probation Officer to Law Enforcement Program will take one college credit course and seven post-secondary adult vocational courses. Students attend the program Monday through Friday either 8 AM to 12 PM for 20 weeks or 8 AM to 5 PM for 10 weeks, as the individual program is scheduled. In accordance with State law, students must score 80 percent or higher on all tests given in each course and attendance is mandated. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

Police Service Aide Academy Major Code 5271

The Police Service Aide Academy trains students who are civilian employees of law enforcement agencies. A Police Service Aide typically performs police duties that relate to non-criminal activities, such as parking enforcement or traffic accident investigations. The Police Service Aide Academy meets the basic training requirements established by the Florida Criminal Justice Standards and Training Commission. A person must be hired by a law enforcement agency before he/she can be enrolled in the academy. A person who is accepted into the Police Service Aide Academy will take the following post-secondary adult vocational courses.

CJK 0441	Police Service Aide	110
CJK 0088	Traffic Accident/Crash Investigator	80
CJK 0068	Parking Enforcement Specialist	16
Total Clock Hours		206

with State law, students must score 75 percent to successfully complete the Academy. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow Police Service Academy Rules of Conduct.

Students attend the Police Service Aide Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately five and half weeks. In accordance



CUSTOMER ASSISTANCE TECHNOLOGY
Vocational Technical Certificate Major Code 5298

Program Description

This vocational certificate program, located at North Campus, prepares students for employment in customer service positions. The content includes the development of interpersonal communications, conflict resolution, leadership, decision-making, problem-solving, supervisory and employability skills; diversity awareness; telephone techniques, and technical applications in the customer care environment.

		<i>Clock Hours</i>
OFT 0010	Office Skills Training I	75
OFT 0312	Office Communications I	75
MKA 0043C	Customer Assistance I	75
OTA 0001	Office Support Tech I	75

MKA 0047C	Customer Service Rep	75
OTA 0002	Office Support Tech II	75
<i>Total Clock Hours</i>		450



DATABASE TECHNOLOGY

Oracle Professional Database Administrator Associate in Science Major Code 21492

Oracle Professional Database Developer Associate in Science Major Code 21134

Oracle System Administrator (Database Administrator Option)

Technical Certificate Major Code 62386

Oracle Software Engineering Technical Certificate Major Code 62385

Oracle Professional Database Administrator Associate in Science Major Code 21492

Program Description

The Oracle Professional Database Administrator Associate in Applied Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as database administrators. It is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Administration.

Students must have college level math placement scores to enroll in this program.

First Year Term I

CEN 1509C	Network*	4
*COP 1334C	Intro. to C++ Programming ¹	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		13

First Year Term II

*CIS 2321	Systems Development and Design ²	3
*COP 1337C	Intermediate C++ Programming ²	3
#Elective	Humanities/Fine Arts	3
*COP 1341	UNIX ²	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Intro to Public Speaking	3
Total Term Semester Hours		15

First Year Term III

*CIS 2342	Designing Data Serv/Data Models ²	3
*COP 2331C	Object-oriented Design and Pro ³	3
Total Term Semester Hours		6

Second Year Term I

*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2741C	Oracle DBA: Database Admin I ⁵	4
*COP 2800C	Programming in Java ³	3
*COP 1343C	Sun: Solaris Sys Administration ⁶ or	
*CEN 1880C	Linux ⁶	4
Total Term Semester Hours		15

Second Year Term II

*COP 2742C	Oracle DBA: Network Admin II ⁷	4
*COP 2744C	Oracle DBA: Performance Tuning ⁸	4
#Elective	Computer Science	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Hours		63

#Any course with a CGS, CIS, CET, COP, CDA, or CEN prefix, except CGS 1000, CGS 1061C, or CGS 1570.

*Requires a pre- or co-requisite. See course description in this catalog or online.

1. College level math placement scores
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. CIS 2342 and COP 1334C (each with grade of C or higher)
5. Pre-requisite – COP 2740C (with grade of C or higher)
6. Pre-requisite – COP 1341 (with grade of C or higher)
7. Pre-requisite – COP 2741 and COP 1341 (each with grade of C or higher)
8. Pre-requisite – COP 2742C and (COP 1343C or CEN 1880C)(each with grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

Students who test into college preparatory courses must successfully complete all required college preparatory course to qualify for graduation.

Oracle Professional Database Developer Associate in Science Major Code 21134

Program Description

The Oracle Professional Database Developer Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as database application developers. It is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Development.

First Year Term I

*COP1334C	Introduction to C++ Programming ¹	3
*ENC 1101	Composition I	3
GEB 1011	Introduction to Business	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		12

First Year Term II

*CIS 2321	Systems Development and Design ²	3
*COP 1337C	Intermediate C++ Programming ²	3
*COP 1341	UNIX ²	3
#Elective	Computer Science	4
SPC 1024	Intro to Speech Communication or	
SPC 1600	Intro to Public Speaking	3
Total Term Semester Hours		16

First Year Term III

CIS 2342	Designing Data Services and Data Models ²	3
*COP 2331C	Object-oriented Design and Programming ³	3
Total Term Semester Hours		6

Second Year Term I

*COP 2740C	Intro to Oracle: SQL and PL/SQL ⁴ (Session 2)	4
*COP 2745C	Oracle Developer: Develop PL/SQL Program Units ⁵ (Session 4)	4
#Elective	Computer Science	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

Second Year Term II

*COP 2746C	Oracle Forms: Build Internet Applications I ⁶ (Session 2)	4
*COP 2800C	Programming in Java ³	3
#Elective	Computer Science	4
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

#Any course with a COP, CDA, CET, CGS, CIS or CEN prefix, except CGS 1000, CGS 1060, CGS 1061C or CGS 1570.

*Requires a pre- or co-requisite or proper score on the placement test. See course description in this catalog or online.

1. College level math placement scores.
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. Pre-requisite – CIS 2342 and COP 1334C (each with grade of C or higher)
5. Pre-requisite – COP 2740C (with grade of C or higher)
6. Pre-requisite – COP 2745C (with grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

**Oracle Systems Administrator Technical Certificate Major Code 62386
(Database Administrator Option)**

Program Description

This A. Hugh Adams Central Campus Program is designed for students seeking to successfully complete Oracle Certified Professional (OCP) certification in Database Administration. The student who enrolls in this program must have mathematics placement core above MAT 1033.

CEN 1509C	Network+	4
*COP 1334C	Intro. to C++ Programming ¹	3
*CIS 2342	Designing Data Serv. and Data Models ²	3
*COP 1341	UNIX ²	3
*COP 1343C	Sun: Solaris System Admin. I ³ or Linux	4
*COP 1880C	Linux	4
*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2741C	Oracle DBA: Database Admin. I ⁵	4
*COP 2742C	Oracle DBA: Database Admin. II ⁶	4
*COP 2744C	Oracle DBA: Performance Tuning ⁷	4
Total Program Semester Hours		33

*Requires a pre- or co-requisite. See course description in this catalog or online.

1. Pre-requisite – MAT 1033 with grade of "C" or higher or appropriate placement score
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1341 (with grade of C or higher)
4. Pre-requisites – COP 1334C and CIS 2342 (each with a grade of C or higher)
5. Pre-requisite – COP 2740C (with grade of C or higher)
6. Pre-requisites – COP 2741C and COP 1341 (each with a grade of C or higher)
7. Pre-requisites – COP 2742C and (COP 1343C or CEN 1880C) each with a grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

**Oracle Software Engineering Technical Certificate Major Code 62385
(Database Developer Option)**

Program Description

This A. Hugh Adams Central Campus program is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Development. The student who enrolls in this program must have mathematics placement core above MAT 1033.

*COP 1334C	Intro. To C++ Programming ¹	3
*CIS 2321	Systems Development and Design ²	3
*CIS 2342	Designing Data Serv. and Data Models ²	3
*COP 1337C	Intermediate C++ Programming ²	3
*COP 2331C	Object-Oriented Design and Prog. ³	3
*COP 1341	UNIX ²	3
*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2745C	Oracle Developer: Develop PL/SQL Program Units ⁵	4
*COP 2746C	Oracle Developer: Build internet Applications I ⁶	4
*COP 2800C	Programming in Java ³	3
Total Program Semester Hours		33

*Requires a pre- or co-requisite or proper placement score on the placement test. See course description in this catalog or online.

1. Pre-requisite – MAT 1033 with grade of "C" or higher or appropriate placement score
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. Pre-requisite – COP 1334C and CIS 2342 (each with a grade of C or higher)
5. Pre-requisite – COP 2740C (with a grade of C or higher)
6. Pre-requisite – COP 2745C (with a grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

DENTAL ASSISTING
Vocational Certificate Major Code 5217

Program Description

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant require knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

It is a 10-month full-time day program. Successful completion of this program enables students to receive a Certificate of Achievement and enables the student to take the Dental Assisting National Board and have expanded duties certification. The Commission on Dental Accreditation of the American Dental Association accredits the Dental Assisting Program, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Applicants should call (954) 201-6778 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Criteria for Admission to the Dental Assisting Program:

- Applicants must complete requirements for admission to the Health Science Programs. See page 32.
- Tour of the on-campus facility with Dental Assisting Department faculty is required.
- Applicants must complete the Pre-Health Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476)) prior to admission to the program.

Requirements for the Dental Assisting Vocational Certificate:

- Students must meet the TABE test score requirements at the time of graduation.
- Complete 1,134 clock hours and 6 semester hours of credit with a certificate grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher:

Term I		Clock Hours
*DEA 0025	Preclinical	60
*DEA 0025L	Preclinical Laboratory	120
*DEA 0000	Introduction to Dentistry	30
*DES 0021	Dental Anatomy and Physiology	45
*DES 0100	Dental Materials	35
*DES 0100L	Dental Materials Laboratory	45
*DES 0840	Preventive Dentistry	40
*DES 0200	Dental Radiography	40
*DES 0200L	Dental Radiography Laboratory	60
*DES 0830	Expanded Functions I	60
Total Term Clock Hours		535

Term II		Clock Hours
*DES 0831	Expanded Functions II	30
*DES 0831L	Expanded Functions II Lab	60
*DES 0801	Clinical Procedures I	30
*DES 0801L	Clinical Procedures I Lab	165
*DEA 0130	Allied Dental Theory	30
*DES 0502	Dental Office Management	39
#DES 0400	Basic Anatomy and Physiology	30
*DEA 0150	Dental Psychology	30
Total Term Clock Hours		414

		Semester Hours
SPC 1024	Introduction to Speech	3
*ENC 1101	Composition I	3
Total Term Semester Hours		6

Term III		Clock
Hours		
*DES 0802	Clinical Procedures II	30
*DES 0802L	Clinical Procedures II Lab	135
Total Term Clock Hours		165
Total Program Hours		1,134
Total Program Semester Hours		6

*Requires a pre- or co-requisite. See the course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

#Students are exempt from taking this course if they received a grade of "C" or higher in the following courses:

- *BSC 1085 Anatomy and Physiology I
- *BSC 1085L Anatomy and Physiology I Lab
- *BSC 1086 Anatomy and Physiology II
- *BSC 1086L Anatomy and Physiology II Lab

DENTAL HYGIENE

Associate in Science Major Code 2145

Program Description

The Dental Assisting/Hygiene Program is a two-phase curriculum that gives the student two career options. This career ladder curriculum was designed to offer students employable skills as a dual trained dental auxiliary. You must first complete the 10 month American Dental Association accredited Dental Assisting Program. Graduates from the Dental Assisting Program are qualified to take the Dental Assisting National Board (DANB) Examination. Upon successful completion of this examination, the graduate becomes a Certified Dental Assistant (CDA).

With the completion of the Dental Assisting Program and the appropriate course pre-requisites, the CDA student may apply to continue to the 12 month Dental Hygiene Program. The student has up to three years to apply to this program. Students in the Dental Hygiene Program will be qualified to take the Dental Hygiene National Board and upon graduation the State Board examination. Upon passing both examinations, the graduate is licensed as a Registered Dental Hygienist (RDH) in the State of Florida.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Applicants should call (954) 201-6778 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Criteria for Admission to the Dental Hygiene Program Associate in Science Degree:

- Applicants must fulfill the requirements for admission to the Health Science Programs. See page 32.
- Students must have completed all College Preparatory courses.
- Minimum grade of "C" or higher for all postsecondary adult vocational and college degree courses with a minimum 2.0 and degree GPA.
- Applicant must be a graduate within the past 3 years from a Dental Assisting program accredited by the Commission on Dental Accreditation of the American Dental Association.
- The applicant who has completed all pre-requisite Dental Hygiene general education courses with a "C" or higher and has successfully completed an accredited Dental Assisting Program within the current academic year, but has not received national certification as a Dental Assistant (CDA) may submit an application to the program. A copy of the Dental Assisting National Board Certificate must be submitted prior to admission to the program. Failure to do so shall result in loss of the applicant's admission status and require re-application to the program.
- Applicant must show verification of current CPR (BCLS) Certification.
- Complete the following pre-requisite courses with a grade of "C" or higher:

BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
CHM 1033	Chemistry for Health Sciences	3

Requirements for the Associate in Science Degree in Dental Hygiene:

- Completion of 88 semester hours with a degree grade point average of 2.0 or higher.
- Completion 20 clock hours of course work through the Continuing Education for Health Related Professions Department (954) 201-6768 within one year of entering the program. These 20 clock hours include: CAE 0382, AIDS; CAE 0476, TB/OSHA; CAE 0299, CPR; CAE 0474, Domestic Violence.
- Completion of all courses in the degree program with a grade of "C" or higher.
- Completion of an ADA accredited Dental Assistant Program will provide credits in the following courses (an experiential learning fee will be charged):

DES 1021	Dental Anatomy and Physiology	3
DES 1100	Dental Materials	2
DES 1100L	Dental Materials Lab	1
DES 1200	Dental Radiography	2
DES 1200L	Dental Radiography Lab	1
DES 1840	Preventive Dentistry	2
DES 1830	Expanded Functions I	3
DES 1831	Expanded Function II	1
***ENC 1101	Composition I	3
***SPC 1024	Introduction to Speech Communications	3
Total Semester Hours		21

Complete the following general education courses:

PSY 2012	General Psychology	3
SYG 2000	Principles of Sociology	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*MCB 2013	Microbiology	3
*MCB 2013L	Microbiology Lab	1
Elective	Humanities (with writing requirement)	3
*CHM 1033	Chemistry for Health Sciences	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1

CGS 1061C	Computer Concepts	1
HUN 1202	Essentials of Nutrition	3
Total Semester Hours		28

Complete the following Dental Hygiene Courses:

*DEH 1003	Preclinical Dental Hygiene I	2
*DEH 1003L	Preclinical Dental Hygiene I Lab	3
*DEH 1800	Dental Hygiene I	2
*DEH 1800L	Dental Hygiene I Clinic	2
*DEH 1802	Dental Hygiene II	4
*DEH 1802L	Dental Hygiene II Clinic	3
*DES 1051	Pain Control and Dental Anesthesia	1
*DEH 1130	Oral Histology and Embryology	2
*DEH 1602	Periodontology	3
*DES 2050	Dental Pharmacology	2
*DEH 2400	General and Oral Pathology	2
*DEH 2701	Community Dental Health	2
*DEH 2701L	Community Dental Health Lab	1
*DEH 2804L	Dental Hygiene III Clinic	4
**DEH 2806	Dental Hygiene IV	2
**DEH 2806L	Dental Hygiene IV Clinic	4
Total Semester Hours		39
Total Program Semester Hours		88

*Requires a pre- or co-requisite. See the course description in this catalog or online.

**Requires all pre-requisite and general education courses be completed prior to taking this course.

***Students who have not completed ENC 1101 or SPC 1024 in their Dental Assisting Certificate Program shall be required to enroll in these courses while in the Dental Hygiene Program.

#Pre-requisite course for entry to the program.

+Requires completion within two years of taking the Florida State Dental Hygiene Licensure Examination.

It is strongly recommended that students see an academic advisor or counselor every term.



DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY (ULTRASOUND)**Associate in Applied Science Major Code A012****Associate in Science Major Code 2176****Technical Certificate Major Code 6230****Program Description**

The Diagnostic Medical Sonography Program prepares individuals meeting certain qualifications to work with medical practitioners in the management, control and care of patients referred for ultrasound studies. The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography. Clinical education is done in local clinics and hospitals. On completion of the 24-month program, students will be eligible to write the exams of the American Registry of Diagnostic Medical Sonographers.

Applicants should call (954) 201-2089 for additional information. Program is offered at Health Sciences, North Campus.

Criteria for Admission to Diagnostic Medical Sonography Technology Associate in Applied Science Degree and Associate in Science Degree:

- Applicants must complete requirements for admission to Health Science Programs See page 32.
- Applicant must be a graduate of an accredited two-year Radiography Program with preference given to Registered Radiographers or a minimum of a two-year patient care related Health Science Degree leading to certification or licensure.
- A minimum 3.0 Degree GPA is required.

Requirements for the Associate in Applied Science in Diagnostic Medical Sonography:

- Completion of 72 semester hours with a grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Diagnostic Medical Sonography Associate in Applied Science Major Code A012**First Year-Summer Session Term III**

SON 1170	Sonography of the Circulatory System	2
SON 1100	Principles and Protocols of Sonographic Imaging	3
Total Term Semester Hours		5

Term I, Fall Term, First Year

*SON 1211	Medical Sonographic Physics I	3
*SON 1111	Abdominal Sonography I	3
*SON 1121	OB/GYN Sonography I	3
*SON 1214	Practical Aspects of Sonography I	3
*SON 1804	Clinical Education	3
Total Term Semester Hours		15

Term II, Spring Term, First Year

*SON 1212	Medical Sonographic Physics II	3
*SON 1112	Abdominal Sonography II	3
*SON 1122	OB/GYN Sonography II	3
*SON 1215	Practical Aspects of Sonography II	3
*SON 1814	Clinical Education	3
Total Term Semester Hours		15

Term III, Summer Term, Second Year

*SON 1141	Small Parts Sonography	3
*SON 1824	Clinical Education	4
Total Term Semester Hours		7

Completion of the above listed courses qualifies the student to write the ARDMS Examinations in OB/GYN, Abdomen, and Physics and Instrumentation

and receive a certificate of completion. See section on Diagnostic Medical Sonography Certificate.

Term I, Fall Term, Second Year

ENC 1101	Composition I	3
CGS 1061C	Computer Concepts	1
*SON 2400	Echocardiography I	3
*SON 2834	Clinical Education	3
SPC 1600	Public Speaking or	
SPC 1024	Intro to Speech Communications	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		16

Term II, Spring Term, Second Year

Elective	Humanities	3
*SON 2161	Neonatal Neurosontology	2
*SON 2401	Echocardiology II	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
*SON 2844	Clinical Education	3
Total Term Semester Hours		14
Total Program Semester Hours		72

*Requires a pre- or co-requisite. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Diagnostic Medical Sonography Technology (Ultrasound) Associate in Science Major Code 2176

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science degree with MAC 1105 College Algebra or higher level mathematics course or any College Level Science Course.

General Sonography Specialist (Ultrasound) Technical Certificate Major Code 6230

Program Description

The General Sonography Specialist Technical Certificate Program prepares individuals for an exciting career as a Sonographer. Students perform clinical practice in local hospitals and clinics utilizing a variety of equipment to become proficient in producing diagnostic sonograms.

Applicants should call (954) 201-6780 for additional information. The program is offered at Health Sciences, North Campus.

Criteria for Admission to General Sonography Specialist-Technical Certificate:

- Applicants must fulfill the general requirements for admission to Health Science Programs See page 32.
- Applicant must be a graduate of an accredited two-year Radiography Program with preference given to Registered Radiographers or a minimum of a two-year patient care related Health Science Degree leading to certification or licensure.
- A minimum 3.0 degree GPA is required.

Requirements for the General Sonography Specialist-Technical Certificate:

- Completion of 42 semester hours with a grade point average of 2.0 or higher.
- Completion of all courses in the certificate with a grade of "C" or higher.
- Completion of the following courses (the program is sequential and full time):

Summer Term III

SON 1100	Principles and Protocols	3
SON 1170	Sonography of the Circulatory System	2
Total Semester Credits		5

First Year, Term I

*SON 1211	Medical Sonographic Physics I	3
*SON 1111	Abdominal Sonography I	3
*SON 1121	OB/GYN Sonography I	3
*SON 1214	Prac. Aspects of Sonography I	3
*SON 1804	Clinical Education	3
Total Semester Credits		15

First Year, Term II

*SON 1212	Medical Sonographic Physics II	3
*SON 1112	Abdominal Sonography II	3
*SON 1122	OB/GYN Sonography II	3
*SON 1215	Prac. Aspects of Sonography II	3
*SON 1814	Clinical Education	3
Total Semester Credits		15

First Year, Term III

*SON 1141	Small Parts Sonography	3
*SON 1824	Clinical Education	4
Total Semester Credits		7
Total Certificate Credit Hours		42

Completion of the above listed courses qualifies the student to write the ARDMS Examinations in OB/GYN, Abdomen, and Physics and Instrumentation.

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY**Digital Media/Multimedia Technology Associate in Applied Science Major Code A018****Multimedia Web Development Advanced Technical Certificate Major Code 4278****Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279****Digital Media/Multimedia Technology Associate in Applied Science Major Code A018****Program Description**

The Digital Media/Multimedia Technology Associate in Applied Science Degree, offered at the Judson A. Samuels South Campus, is designed to prepare students to enter the emerging field of multimedia as a Multimedia Production Specialist.

First Year Term I

*ENC 1101	Composition I	3
CSG 1100	Introduction to Computer Applications	3
OST 1841	Instructional Design for Multimedia	3
GRA 1721C	Web Programming	3
GRA 1131C	App. Graphics for Multimedia	3

Total Term Semester Hours 15**First Year Term II**

CGS 1557C	Internet Site Design	3
OST 2335	Communications in the Workforce	3
CGS 2871C	Multimedia Authoring	3
PGY 2850C	Digital Video/Audio	3
OST 2826C	Presentation Graphics	3

Total Term Semester Hours 15**Term III, Session I or Session II**

Elective	Humanities/Fine Arts	3
#Elective	Multimedia	3

Total Term Semester Hours 6**Second Year Term I**

*GRA 2160C	Multimedia Animation	3
Elective	Mathematics/Science	3

Elective	Social/Behavioral Science	3
#Elective	Multimedia	3
*CGS 2874C	Multimedia Authoring II	3

Total Term Semester Hours 15**Second Year Term II**

*OST 2945	Multimedia Project Management	3
*OST 2940L	Multimedia Practicum	4
GRA 2161C	Adv. Image Editing	3
CGS 2877C	Web Animation	3

Total Term Semester Hours 13**Total Program Semester Hours 64**

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Multimedia Elective—choose two of the following courses:

OST 1811C	Desktop Publishing	3
OST 2825C	Document Design	3
GRA 2152C	Adv. Digital Image Design	3
GRA 2162C	Introduction to 3D Animation	3

It is strongly recommended that students see an academic advisor or counselor every term.

Multimedia Web Development Advanced Technical Certificate Major Code 4278**Program Description**

The courses in Multimedia Web Development are offered on Judson A. Samuels South Campus to graduates of Multimedia Technology A.S. degree who require additional coursework to be employed in Internet positions. An Advanced Technical Certificate in Multimedia Web Development will be awarded after a minimum of 18 credit hours are completed from the following courses:

Select 18 Credits of the Following:

CGS 1540C	Database Management	3
GRA 2724C	Advanced Web Animation	3
GRA 2134C	Advanced Multimedia Animation	3
CGS 2872C	Streaming Media for a the Web	3

COP 2801C	JavaScripting	3
CGS 2554C	E-Commerce Web Development	3
GRA 2723C	Adv. Web Site Design	3

*Requires a pre requisite. See course description in this catalog or online.

Project Manager In Digital/Design Technology Advanced Technical Certificate Major Code 4279**Program Description**

The Project Manager in Digital/Design Technology Advanced Technical Certificate, offered at Judson A. Samuels South Campus, is designed for those with an AS/AA or higher degree who wish to advance in digital/design technology fields as project managers. Students in this program will gain a comprehensive understanding of the nature of project management and leadership techniques.

CGS 1577C	Presentation Systems	3
GRA 2143C	Web Publishing II	3
GRA 2403	Principles of Project Management	3
GRA 2404C	Project Management II	3

Total Program Semester Hours 12

If you have not already taken these courses, it is strongly recommended that you take the following courses to enhance your skills:

SPC 2300	Intro to Interpersonal Communication	3
INP 1301	Human Relations in Business and Industry	3

EARLY CHILDHOOD EDUCATION
Associate in Science Major Code 2166

Program Description

Opportunities for a rewarding career in the early childhood field abound for the well trained professional interested in being a teacher of young children, supervisor of children's programs, or owner of a child care facility.

The Associate in Science degree combines classroom and field experience to give the student the necessary background for success in the job market. Course work provides graduates with the ability to design an effective educational curriculum, manage children in a classroom setting, supervise early childhood personnel, and efficiently administer childcare business operations. This program is offered at North Campus; general education courses are taught at all BCC locations.

General Education Courses

CGS 1061C Computer Concepts	1
*ENC 1101 English Composition	3
*ENC 1102 Composition II or	
*ENC 2210 Technical Report Writing	3
SPC 1024 Introduction to Speech Communications	3
PSY 2012 General Psychology	3
DEP 2102 Child Psychology	3
Elective Social/Behavioral Science	3
Elective Humanities/Fine Arts	3
Elective Science	3
Elective Science Lab	1
Elective (Area 5)	3
⁽¹⁾ Electives	6
HSC 1101C Healthful Living	1
Total Semester Hours	36

Early Childhood Education Courses

EEC 1200 Early Childhood Education	3
EEC 1603 Child Guidance	3
CHD 1338 Mathematics and Science for the Young Child	3
CHD 1334 Children's Literature Language Arts	3

CHD 1940 Practicum I: Observation and Evaluation	3
CHD 1331 Creativity for Young Children	3
CHD 1320 Curriculum Planning for Early Childhood	3
*CHD 2441 Practicum II	3
CHD 2800 Administration and Management in Early Childhood Education	3
Total Semester Credits	27
Total Program Semester Credits	63

*Requires a pre- or co-requisite. See course description in this catalog or online.

(1) Electives: (Any college level courses, including Technical Education courses).

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Early Childhood Education courses do not have to be taken in any sequence.

It is strongly recommended that students see an academic advisor or counselor every term.

ELECTRONIC COMMERCE
Electronic Commerce Associate in Applied Science Major Code A0171
Electronic Commerce Certificate Major Code 6278

Electronic Commerce Associate in Applied Science Major Code A0171

Program Description

The Electronic Commerce (E-Commerce) Program, offered at all BCC locations, is designed to introduce students to all aspects involved in the management of an E-Commerce business via the Internet. E-Commerce students will manage, analyze, and develop applications dealing with all aspects of E-Commerce. Students will examine the marketing, merchandising, customer service, payment, internationalization, shipping, inventory, and legal aspects of Electronic Commerce. For more information, please contact the Business Administration Department Chair at your nearest BCC Campus.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
ACG 2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
MKA 1021	Salesmanship or	
MKA 1511	Advertising	3
MNA 1161	Introduction to Customer Service	3
Total Term Semester Hours		15

First Year Term II

MNA 1821C	E-Commerce I	3
CGS 1557C	Internet Site Design	3
*ACG 2011	Principles of Accounting II	3
MAN 2021	Introduction to Management	3
MKA 2102	Retailing or	
MKA 1930	Marketing Seminar I	3
Total Term Semester Hours		15

First Year Term III

*MNA 1822C	E-Commerce II	3
CGS 1540C	Database Management	3
Total Term Semester Hours		6

Second Year Term I

*MNA 2823C	E-Commerce III	3
*ENC 1101	Composition I	3
ECO 2013	Principles of Economics I	3
CGS 2554C	E-Commerce Web Design	3
#Elective		1
Total Term Semester Hours		13

Second Year Term II

*MNA 2824C	E-Commerce IV	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts Elective	3
OST 2335	Communications in the Workforce	3
Total Term Semester Hours		15
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.
 #GEB 2430, Business Ethics, or OST 1795 Telecommunications, or OST 1831, Windows/Graphical Environment is recommended

Electronic Commerce Technical Certificate Major Code 6278

Program Description

The Electronic Commerce (E-Commerce) Certificate Program is designed to introduce students to the aspects involved in the management of an E-Commerce business via the internet. The E-Commerce certificate program includes a wide range of business and information technology topics. E-Commerce students will manage, analyze, and develop applications dealing with all aspects of E-Commerce. Students will examine the marketing, merchandising, customer service, payment, internationalization, shipping, inventory, and legal aspects of electronic Commerce. This certificate program prepares graduates for entry-level position in E-Commerce management. For more information, please contact the Business Administration Department Chair at your nearest BCC Campus.

First Year Term I

CGS 1100	Intro to Computer Applications	3
ACG 2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
MKA 1021	Salesmanship or	
MKA 1511	Advertising	3
MNA 1161	Introduction to Customer Service	3
Total First Semester Hours		15

First Year Term II

*MNA 1821C	E-Commerce I	3
CGS 1557C	Internet Site Design	3
ACG 2011	Principles of Accounting II	3
MAN 2021	Introduction to Management	3

MKA 2102	Retailing or	
MKA 1930	Marketing Seminar I	3
Total Semester Hours		15

Second Year Term III

*MNA 1822C	E-Commerce II	3
CGS 1540C	Database Management	3
Total Semester Hours		6
Total Program Semester Hours		64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.
 It is strongly recommended that students see an academic advisor or counselor each term.

ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Science Major Code A013

Program Description

This program, offered at the North Campus, prepares students to work as engineering assistants, field service technicians, and as research assistants. This degree may transfer to those upper level institutions offering BET and BSET degrees. Students should consult the colleges to which they wish to transfer. Courses should be taken in the sequence and term suggested unless approved by the department head. In October, 1992, this program was awarded the Secretary of Education's Award for the most outstanding technical program in the ten state region of the southeastern United States.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
*MTB 1326	Engineering Tech. Mathematics II	4
Total Term Semester Hours		14

First Year Term III, Session II

*CET 1317C	Technical Computer Applications	3
*CET 1123C	Microprocessors I	4
*ENC 1101	Composition I	3
Total Term Semester Hours		10

Second Year Term I

*CET 2131C	Microprocessors II	4
*EET 2142C	Linear Techniques II	4
*EET 2355C	Data Communications	3
*SPC 1024	Introduction to Speech Communications	3
Total Term Semester Hours		14

Second Year Term II

*EET 2326C	Electronic Communications	4
⁽¹⁾ Elective	Field Elective	3
⁽¹⁾ Elective	Field Elective	3
Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
Total Semester Hours		16
Total Program Semester Hours		68

*Requires a pre- or co-requisite or proper score on placement test. See course description in the catalog or online.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

(1) Field Electives – students are to select two of the following courses consistent with their career goals:
 Any course with prefix EET or CDA 1403C, CDA 1302C, CET 2489C, CET 2494C, CGS 2263, COP 1334C, COP 1341, COP 2171C, ETD 1320, ETD 2350C. The total of this area must be a minimum of 6 credits.

These requirements apply to students who enroll in Broward Community College for the first time in August 2002. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor every term.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

EMERGENCY MEDICAL SERVICES PROGRAMS
Emergency Medical Technician Applied Technology Diploma Major Code B003
Paramedic Technical Certificate Major Code 6208
Emergency Medical Services - Associate in Science Major Code 2160

Program Description

Broward Community College has developed a three stage program in Emergency Medical Services to meet the needs of the community. The Applied Technology Diploma for the EMT and the Technical Certificate for the Paramedic are included in the two-year Associate in Science Degree Program. Satisfactory completion of the EMT Technical Certificate will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Technical Certificate Program will enable students to take the Florida State Paramedic Examination. Those desiring an Associate in Science degree may elect to take additional general academic and specialized EMS courses.

This program is accredited by the Joint Review Committee on Education Programs for the EMT-Paramedic.

Applicants should call (954) 201-6920 for additional information. These programs are offered at Health Sciences, Central and North Campuses.

Criteria for Admission to EMT Applied Technology Diploma, Paramedic Technical Certificate and A.S. Degree Programs:

Applicants to the Emergency Medical Services Programs must fulfill the general requirements for admission to the College and complete the application process for the Emergency Medical Services Department. The selection of students is based upon the students meeting the Health Science Admission Requirements and Procedures and the following additional factors

- Freedom from any physical or mental defects or diseases, which might impair candidate's ability to perform duties
- Freedom from any addiction to alcohol or any controlled substance

Enrollment in all EMS courses is limited. Courses may not be audited if State certificate is contemplated, since a grade of "C" or higher is required. All admission requirements are based on the eligibility requirements of the State of Florida to take the certification examination.

Emergency Medical Technician Applied Technology Diploma Major Code B003

Criteria for Admission to EMT Applied Technology Diploma Program:

A priority for admission into the EMT Applied Technology Program is given to the following individuals who serve in a "first response" capacity:

- | | |
|-----------------------------|-----------------------|
| • Fire Department Personnel | • Lifeguard Personnel |
| • Ambulance Personnel | • EMS Personnel |
| • Police Personnel | |

All other interested individuals will be admitted based upon date of application and space availability.

Requirements for EMT-Applied Technology Program:

- Completion of 11 semester hours with a grade of "C" or higher in all EMS courses listed below

EMS 1119	Emergency Medical Technician, Basic 6	*EMS 1421	Field Clinical	2
*EMS 1119L	EMS Skills Lab		Total Semester Hours	11
*EMS 1411	Hospital Clinical			
*Requires a pre- or co-requisite. See course description in this catalog or online.				

Paramedic Technical Certificate Major Code 6208

Applicants should call (954) 201-6920 for additional information. Program is offered at Health Sciences, Central and North.

Criteria for Admission to the Paramedic-Technical Certificate Program:

- A priority for admission into the Paramedic Technical Certificate Program is given to individuals who serve in a "first response" capacity, such as Fire Department, Ambulance, and Public Safety personnel. All other interested individuals will be admitted based on date of application and space availability.

- Successfully complete an EMT Program as verified by a program Completion Certificate in order to enter the Paramedic Program.
- An EMT state certificate is required in order to enter the Paramedic II sequence of courses.

Term I

EMS 2010	Body Systems for the Paramedic	3
*EMS 2631	Paramedic Science I – Lecture	3
*EMS 2631L	Paramedic Science I – Skills Lab	1
*EMS 2650	Paramedic Science I, Field Clinical	1
Total Semester Hours		8

Term II

(1)*EMS 2632	Paramedic Science II-Lecture	3
*EMS 2632L	Paramedic Science II, Skills Lab	1
*EMS 2633	Paramedic Science II, Cardio Respiratory Lecture	3
*EMS 2641	Paramedic Science, Hospital Clinical I	2
*EMS 2651	Paramedic Science II, Field Clinical	3
Total Semester Hours		12

Term III

*EMS 2634	Paramedic Science III, Trauma Lecture	3
*EMS 2634L	Paramedic Science III, Lab	1

*EMS 2635	Paramedic Science III, Medical Emergencies – Lecture	3
*EMS 2642	Paramedic Science, Hospital Clinical II	2
*EMS 2652	Paramedic Science III, Field Clinical	3
Total Semester Hours		12

Term IV

*EMS 2636	Paramedic Science IV - Lecture	3
*EMS 2636L	Paramedic Science IV Lab	1
*EMS 2643	Paramedic Science I Clinical III	2
*EMS 2653	Paramedic Science Internship	4
Total Semester Hours		10
Total Program Semester Hours		42

*Requires a pre- or co-requisite. See course descriptions in this catalog or online.

(1)Pre-requisite: Florida State EMT I certification

It is strongly recommended that you see an academic advisor or counselor every term.

Emergency Medical Services Associate in Science Major Code 2160

Applicants should call (954) 201-6920 for additional information. EMS courses offered at Health Sciences, Central and North; general education courses are offered at all BCC locations.

Requirements for the Associate in Science in Emergency Medical Services are the following:

- Completion of 73 semester hours of credit and a degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Complete the following General Education courses

Elective	Humanities	3
Elective	Science/Mathematics (college-level)	3
#ENC 1101	Composition I	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
PSY 2012	General Psychology	3
CGS 1100	Introduction to Computer Applications	3
Total Semester Hours		18

Complete the following EMS courses:

*EMS 1119	EMT Lecture	6
*EMS 1119L	EMT Skills Lab	1
*EMS 1411	EMT Hospital Clinical	2
*EMS 1421	EMT Field Clinical	2
*EMS 2010	Body Systems for the Paramedic	3
*EMS 2631	Paramedic Science I, Lecture	3
*EMS 2631L	Paramedic Science I, Skills Lab	1
*EMS 2650	Paramedic Science I, Field Clinical	1
(1)*EMS 2632	Paramedic Science II Lecture	3
*EMS 2632L	Paramedic Science II Skills Lab	1
*EMS 2633	Paramedic Science II Cardio Respiratory Lecture	3
*EMS 2641	Paramedic Science Hospital Clinical I	2
*EMS 2651	Paramedic Science II Field Clinical	3

*EMS 2634	Paramedic Science III Trauma Lecture	3
*EMS 2634L	Paramedic Science III Skills Lab	1
*EMS 2635	Paramedic Science III Medical Emergencies Lecture	3
EMS 2642	Paramedic Science Hospital Clinical	2
EMS 2652	Paramedic Science III - Field Clinical	3
*EMS 2636	Paramedic Science IV Lecture	3
*EMS 2636L	Paramedic Science IV Skills Lab	1
*EMS 2643	Paramedic Science Hospital Clinical III	2
*EMS 2653	Paramedic Science IV Field Internship	4
*EMS 2311	Leadership Practicum	2
Total Semester Credits		73

*Requires a pre- or co-requisite. See course description in this catalog or online.

(1)Pre-requisite: Florida State EMT I certification

#Pre-requisite course for entry to the program.

It is strongly recommended that all students see an academic advisor or counselor every session.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

ENVIRONMENTAL SCIENCE TECHNOLOGY
Environmental Science Technology Associate in Science Major Code 2182
Geographic Information Systems Advanced Technical Certificate Major Code 4277

Environmental Science Technology Associate in Science Major Code 2182

Program Description

This program, offered at the A. Hugh Adams Central Campus, prepares students for employment in various positions such as environmental laboratory technicians, environmental samplers, environmental health inspectors, instrumentation technicians, pollution control technicians, groundwater contamination technicians and geology technicians.

First Year Term I

*ENC 1101	Composition I	3
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Lab	1
BSC 1005	General Biology or	
ORH 1000	Horticultural Biology	3
BSC 1005L	General Biology Lab or	
ORH 1000L	Horticultural Biology Lab	1
SPC 1024	Introduction to Speech	
	Communications	3
#EVR 2930	Environmental Science Seminar	1
Total Semester Hours		15

First Year Term II

*ENC 2210	Professional and Technical Writing	3
*EVR 1009	Environmental Science	3
ORH 1523	Native Upland Plants	2
ORH 1524	Native Wetland Plants	2
*EVS 2893C	Environmental Sampling and Analysis	5
Total Semester Hours		15

First Year Term III, Session II or III

*Math (MTB 1310, MAT 1033, or MGF 1107)	3
Elective	3
Total Semester Hours	6

Second Year Term I

EVR 1862	Environmental Regulations	3
#EVR 2930	Environmental Science Seminar	1
SOS 2242C	Wetlands Management I	3
*MCB 2013	Microbiology	3
*MCB 2013L	Microbiology Lab	1
Elective	Humanities/Fine Arts	3
Total Semester Hours		14

Second Year Term II

EVR 2949	Co-op Internship	3
GEO 1150C	Introduction to Geographic Information Systems I	4
*PSC 1121	Physical Science or	
*PHY1001	Applied Physics	3
PSC 1191L	Physical Science Lab or	
*PHY 1001L	Applied Physics Lab	1
GEO 2370	Conservation of Natural Resources or	
Elective	Social Science	3
Total Semester Hours		14
Total Program Semester Hours		64

*Requires a pre- or co-requisite. See course description in this catalog or online.

#Students are required to take this course twice.

This program includes three credits of undesignated electives. Students may consider the following recommended electives: GLY 1010, ZOO 2010, or ETD 1320. Students who are not computer literate are advised to take ETD 1320 prior to enrolling in GEO 1150C.

It is strongly recommended that students see an academic advisor every term.

Geographic Information Systems Advanced Technical Certificate Major Code 4277

Pre-requisite: Associate in Science Degree in Environmental Science Technology or departmental approval of related degrees.

GEO 1151C	Introduction to Geographic Information Systems II	3	GEO 1156C	Applications of Geographic Information Systems	3
GEO 1132	Remote Sensing and Applications	3	Total Semester credits		9

FIRE SCIENCE TECHNOLOGY
Associate in Science Major Code 2118

Program Description

The Associate in Science Degree in Fire Science Technology, located on A. Hugh Adams Central Campus, is designed for fire service or fire protection related professionals, to enhance technical competencies, and prepare them for career advancement through participation in appropriate courses of study. The program provides options for concentrated study including Arson Investigator, Fire Officer, and Municipal Fire Inspector specialties. Accelerated programs are offered in a series of required (3) credit courses, to prepare students for State Fire Officer I, Municipal Fire Inspector, or Arson Investigator certification. **For additional information call 954-201-6791.**

Fire Science General Education Requirements

*ENC 1101	English Composition I	3
*ENC 1102	English Composition II or	
*ENC 2210	Technical Report Writing	3
SPC 1024	Introduction to Speech or	
SPC 1600	Public Speaking	3
POS 2112	State and Local Government or	
POS 2041	National Government	3
Elective	CGS, CIS or COP computer class	3
Elective	Humanities/Fine Arts	3
Elective	Mathematics/Natural Science	3
Elective	General Education Course (any	
	college level course	9
Total Semester Hours		30

Fire Science Core Courses

FFP 1505	Fire Prevention Theory and	
	Application	3
FFP 1120	Fire Protection through Building	
	Construction	3
FFP 1810	Firefighting Tactics and Strategy	3
FFP 1540	Fire Protection & Detection Systems	3
FFP 2710	Fire Department Supervision	3
FFP 2740	Methods and Techniques Instruction	3
*FFP 2811	Application of Fire Ground Tactics	3
*FFP	Electives	9
Total Semester Hours		30
Total Program Credit Hours		60

*Requires a pre or co-requisite. See course description in this catalog or online.

#The following courses satisfy FFP elective requirements. Regardless of the number of FFP elective courses the student has completed, a maximum of nine (9) credits may be used toward the Fire Science degree:

FFP 2939	Introduction to Command	3
FFP 2741	Fire Science Course Design	3
FFP 1780	Fire Administration I	3
FFP 1510	Codes and Standards	3
FFP 2111	Fire Chemistry	3
FFP 2781	Fire Administration II	3
FFP 2604	Origin and Cause	3
FFP 2630	Latent Investigation	3

FFP 2670	Legal Issues in Fire Investigation	3
FFP 2690	Fire Service Photography	3
FFP 2521	Construction and Plans Examination	3
FFP 2401	Hazardous Materials 1	3
FFP 2501	Hazardous Materials II	3

+Recommended courses-STA 2023, PHI 2600, SYG 2010, PSY 1012, ECO 2013, CHM 1025, and EVR 1009.

BCC/FAU Joint A.S. Degree in Fire Science and Bachelor of Public Management Degree Program

Students completing this A.S. to B.P.M. combined four year program will receive the Associate in Science degree in Fire Science from Broward Community College AND the Bachelor of Public Management degree from Florida Atlantic University. After successfully completing the program at BCC, students then transfer to FAU. To find out which courses will be taken at FAU for the B.P.M. degree, call (954) 236-1003. Below are the courses to be taken at BCC, which will lead to the A.S. degree (Note: Students may choose to take the courses in a different order.

Term I at BCC

⁽¹⁾ FFP 1780	Fire Administration I	3
⁽¹⁾ FFP 1505	Fire Prevention Theory and	
	Application	3
⁽²⁾ MAT 1033	Intermediate Algebra	3
⁽³⁾ ENC 1101	Composition I	3
⁽⁴⁾ CGS1000C	Introduction to Computers	3
Total Term Semester Hours		15

Term II at BCC

⁽¹⁾ FFP 1810	Firefighting Tactics and Strategy	3
⁽¹⁾ FFP 1540	Fire Protection and Detection	
	Systems	3
⁽⁵⁾ MGF 1106	Math for Liberal Arts Majors	3
⁽³⁾ ENC 2201	Technical Report Writing	3
SPC 1024	Introduction to Speech	3
Total Term Semester Hours		15

Term III at BCC

⁽¹⁾ FFP 2710	Fire Department Supervision	3
⁽¹⁾ FFP 1120	Fire Protection through Building	
	Construction	3
⁽¹⁾ FFP 0000	Fire Science Electives (see advisor)	3
⁽⁶⁾ XXX 1120	Foreign Language I	4
⁽⁷⁾ ECO 2013	Principles of Economics I (with	
	writing)	3
Total Term Semester Hours		16

Term IV at BCC

(1) FFP 2740	Techniques of Instruction in Fire Science	3
(1) FFP 2420	Application of Fire Ground Tactics	3
(5) STA 2023	Statistics	3
(6) XXX 1121	Foreign Language	4
(7) POS 2112	State and Local Government (with writing)	3
Total Term Semester Hours		16
Total Program Semester Hours		62

- (1) Note: FFP prefixed courses are subject to change. Contact your BCC Fire Science Advisor to secure the most current list of FFP requirements. As the FFP courses are updated, the BPM degree requirements will adopt curriculum revisions without penalty.
- (2) Intermediate Algebra is recommended for most A.S. students. However, with a sufficient math background, you may be eligible to move directly into MGF 1106, Mathematics for Liberal Arts I. See a BCC advisor or counselor for more information.
- (3) Gordon Rule Writing course. To earn the Bachelors degree, you must complete sufficient coursework that counts as "Gordon Rule Writing" such as ENC prefixed courses or other BCC courses designated for writing. Completing this program will satisfy the Gordon Rule Writing requirement.

- (4) Any CGS, CIS, or COP prefixed course will satisfy the requirement for both the A.S. in Fire Science and BPM.
- (5) To earn the Bachelor degree, you must complete six hours of mathematics at the college level. MGF 1106 and STA 2023 each count toward that requirement.
- (6) If you completed two years of the same foreign language in high school, you need not complete this course. If so, then substitute any three credit hour 1000 or 2000 level Humanities course (see BCC advisor).
- (7) Take as writing course. This means you must designate at the time of registration that you are taking this course "for writing" enabling you to receive Gordon Rule Writing credit.



GRAPHICS TECHNOLOGY
(Graphics Design Technology)
Associate in Science Major Code 2192

Program Description

The Graphics Technology Program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), is designed to prepare students for the rapidly changing computer driven graphics design industry. The primary job titles are Junior Graphic Artist, Graphics Reporter and Web Designer.

First Year Term I

ART 1201C	2-D Design	3
ART 1300C	Drawing 1 or	
ART 2330C	Life Drawing	3
GRA 1491C	Graphic Design Industry	1
PGY 1800C	Digital Photography	3
ARH 2000	Art Appreciation or	
ARH 2050	Art History I or	
ARH 2051	Art History II	3
OST 1811C	Desktop Publishing	3
Total Term Semester Credits		16

First Year Term II

GRA 1201C	Digital Typography	3
GRA 1151C	Digital Illustration	3
#Elective	Mathematics/Science	3
*GRA 2190C	Introduction to Graphic Design	4
PGY 1801C	Digital Imaging	3
Total Term Semester Credits		16

First Year Term III

GRA 2171C	Advertising and Promotional Design	3
Total Term Semester Credits		3

Second Year Term I

*GRA 2152C	Advanced Digital Image Design	3
*PGY 2850C	Digital Audio/Video Editing	3
*GRA2191C	Graphic Design II	4
#ENC 1101	Composition I	3
GRA 2841C	Web Publishing	3
Total Term Semester Credits		16

Second Year Term II

*GRA 2940C	Graphic Design Internship	3
*GRA 2181C	Graphic Design Portfolio	1
GRA 2185C	Art Direction and Final Production	3
SPC 1024	Intro to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
Elective	Psychology	3
Total Term Semester Credits		13
Total Program Semester Credits		64

Completion of the Graphics Technology Program will satisfy SACS computer competency standards.

*Requires a pre- or co-requisite. See course description in this catalog or online.

#Requires a proper score on Placement Test.

It is strongly recommended that students see an academic advisor or counselor every term.

HEALTH INFORMATION MANAGEMENT

Associate in Science Major Code 2179

Program Description

This two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). Responsibilities include coding of diagnoses and procedures; as well as processing, storage and retrieval of health information. Confidentiality, legal aspects, statistical reporting, performance improvement, and supervision of daily department activities comprise other functions. Professional practice experiences are provided in local health care facilities under the supervision of qualified professional personnel. The program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP), with the Council on Accreditation of the American Health Information Management Association (AHIMA).

Articulation Agreement

The program has an articulation agreement with Atlantic and Sheridan Technical Centers for students completing the full-time Transcription or Medical Coder/Biller program as well as the BCC Medical Information Coder/Biller Specialist technical certificate.

Applicants should call (954) 201-2084 for additional information. Program is offered at Health Sciences, North Campus.

Criteria for Admission into the Associate in Science in Health Information Management Program:

- Applicant must fulfill the general requirements for admission to the Health Science Programs. See page 32.
- A minimum 2.0 degree GPA.
- Complete the pre-requisite courses listed below with a grade of "C" or higher.
- Students who have not completed the pre-requisites, but seek early admission must obtain departmental approval.
- Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Associate in Science in Health Information Management:

- Completion of 67 semester hours of credit and a minimum degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Pre-requisite Courses:

HSC 1531	Medical Terminology	3
OST 2335	Communication in the Workforce	3
MAT 0024	Elementary Algebra or higher	0
Total Semester Hours		6

First Year Term I

*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
HIM 1000	Intro. to Health Info. Management	2
HIM 1224	Healthcare Delivery Systems	3
HIM 1100	Health Data Concepts	2
HIM 1433	Pathophysiology I	2
Total Semester Hours		14

First Year Term II

*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*HIM 1436	Pathophysiology II	2
*HIM 1223	Coding: ICD-9-CM	2
*HIM 1250	Coding: CPT/HCPCS	2
*HIM 1260	Health Insurance Billing	2
*HIM 1800	Professional Practice I	2
Total Semester Hours		14

First Year Term III

CGS 1100	Introduction to Computer Applications	3
*ENC 1101	Composition I	3
Total Semester Hours		6

Second Year Term I

*HIM 2234	Coding: Advanced ICD-9-CM	3
*HIM 2012	Law and Ethics	2
*HIM 2810	Professional Practice II	2
#Elective	Social/Behavioral Sciences	3
Elective	Humanities/Fine Arts	3
Total Semester Hours		13

Second Year Term II

*HIM 2652	Health Information Systems	3
*HIM 2500	Performance Improvement	2
*HIM 2214	Health Statistics	2
*HIM 2304	Supervision and Organizational Life	3
*HIM 2930	Transition Seminar	1
SPC 1024	Introduction to Speech Communication	3
Total Semester Hours		14
Total Program Semester Hours		67

*Requires a pre- or co-requisite. See course description in this catalog or online.

#Recommend POS 2041, National Government or PSY 2012, General Psychology.

It is strongly recommended that you see an academic advisor every semester.

HEALTH SERVICES MANAGEMENT
Associate in Applied Science Major Code A014 and
Associate in Science Major Code 2129

Program Description

The Health Services Management Associate Degree Programs are designed for health care personnel who have completed an accredited certificate or degree program in a health science area and are interested in administration/management or currently hold such a position. Students are awarded up to 20 credits based upon the length of the program and current work experience in the field.

Health care administrators plan, organize, and coordinate the delivery of health care at hospitals, nursing homes, public health agencies, outpatient clinics, medical and dental offices, and other health facilities. The curriculum was designed to provide the student with basic management skills allowing students to select courses most suitable to their career goals or work environment. Each student will complete one administrative practicum.

Students interested in a Bachelor Degree in Health Services Administration should ask about the Articulation Agreement with Florida International University (FIU). The Bachelor of Health Services Administration (BHSA) degree at FIU requires 60 lower division credit hours, which may be completed at BCC and a minimum of 60 upper division credit hours. Students may choose a nursing home administration specialization, which includes the 36 credit hours of core course work, 15 credit hours of nursing home administration, and 9 credit hours of electives. Please call (954) 940-5980 or (954) 760-5632 for further information.

Applicants should call (954) 201-6904 for additional information. General Education courses are offered at all BCC locations.

Criteria for Admission to Health Services Management Associate in Applied Science and Associate in Science

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Student must have completed a postsecondary adult vocation or college certificate in an Allied Health area from an accredited program. Credits are awarded based upon length of program and current experience in field.

Requirements for the Associate in Applied Science in Health Services Management

- Completion of 62 semester hours of credit with a degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program, with a grade of "C" or higher.

Required Courses

**HSC 1949	Health Services Work Experience	20
HIM 1224	Health Care Facilities and Delivery System	3
ACG 2001	Principles of Accounting	3
MAN 2021	Introduction Management	3
MNA 2345	Principles of Supervision	3
*ENC 1101	Composition	3
*ENC 2210	Prof. and Tech. Report Writing	3
HSC 1531	Medical Terminology	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
*HSA 2810L	Practicum in Health Facility Adm	6
Total Semester Hours		30

Elective Courses

Computer Applications	3
Humanities/fine Arts	3
Social Science/Behavioral Science	3
Speech	3
Total Semester Hours	12
Total Program Semester Hours	62

*Requires a pre- or co-requisite. See course description in this catalog or online.

**Student must have PSAV certificate from an accredited program. Credits are awarded based upon length of program and current experience in field.

It is strongly recommended that students see an academic advisor or counselor every term.

Health Services Management Program Associate in Science Major Code 2129

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with MAC1105 College Algebra or higher-level mathematics course or any College Level Science Course.

HOSPITALITY AND TOURISM MANAGEMENT**Hospitality and Tourism Management Associate in Applied Science Major Code A015****Hospitality and Tourism Management Associate in Science Degree Major Code 2121****Program Description**

The Hospitality and Tourism Management programs, offered at A. Hugh Adams Central Campus, emphasize the development of management skills needed in the hospitality industry. The general education requirements of the program develop students' abilities in communications and interpersonal skills. The use of practicum work experience provides graduates with knowledge of industry practices, which increases their value to employers. This program is only offered at A. Hugh Adams Central Campus. For more information, please contact the Program Manager at (954) 201-6710.

Hospitality and Tourism Management Associate in Applied Science Major Code A015**First Year Term I**

*ENC 1101	Composition I	3
MNA 1161	Introduction to Customer Service	3
HFT 1210	Supervisory Development	3
HFT 2250	Hotel Management	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2410	Front Office Systems/Procedures	3
*HFT 2220	Organization and Personnel Management	3
HFT 2600	Hospitality Law	3
*Elective	Mathematics or Science	3
Total Term Semester Hours		15

First Year Term III

Elective	Humanities/Fine Arts	3
#Elective		1
Total Term Semester Hours		4

Second Year Term I

SPC 1024	Introduction to Speech Communication	3
FSS 2500	Food Service Costing and Controls	3
HFT 2500	Marketing	3
HFT 1700	Introduction to Tourism Industry	3
HFT 1941	Operations and Service Practicum	3
Total Term Semester Hours		15

Second Year Term II

CGS 1100	Introduction to Computer Applications	3
HFT 2511	Convention and Group Business	3
	Marketing Management	3
HFT 2460	Financial Management	3
PSY 2012	General Psychology	3
HFT 2942	Management and Control Practicum	3
Total Term Semester Hours		15
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#GEB 2430, Business Ethics or any other one-credit elective.

It is strongly recommended that students see an academic advisor or counselor every term.

Hospitality and Tourism Management Associate in Science Major Code 2121

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute Mathematics or Science Elective requirement in the Associate in Applied Science degree with a college-level, transferable mathematics or science course and ENC 1102, Composition, in place of FSS 2500, Food Service Costing and Control

INDUSTRIAL MANAGEMENT TECHNOLOGY
Industrial Management Associate in Applied Science Major Code A033
Industrial Management Associate in Science Degree Major Code 2194

Program Description

This program, offered at the Judson A. Samuels South Campus, provides students, who have obtained competency in a variety of fields, an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields.

For additional information and the procedure for the transfer of credits for this program, contact the Industrial Management Technology Program Manager at (954) 201-8885 or email tkeller@broward.edu

Industrial Management Technology Associate in Applied Science Major Code A033

Academic Core Courses Required

*ENC 1101	English Composition I	3
Elective	Humanities/Fine Arts (Area 2)	3
Elective	Social/Behavioral Sciences (Area 3)	3
*MTB 1310	Applied Mathematics or	3
MAT 1033	Intermediate Algebra	3
SPC 1024	Intro to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
CGS 1100	Introduction to Computer Applications	3
Total Academic Core Credits		18

Technical Course Requirements

MAN 2021	Introduction to Management	3
MNA 1161	Introduction to Customer Service	3
MNA 2345	Principles of Supervision	3
OST 2335	Communications in the Workforce or	
*ENC 2210	Professional and Technical Writing	3
MNA 2905	Independent Studies in Industrial Management or	
MNA 2949	Co-op Work Experience	3
#MNA 1948	Industrial Technical Practicum	27
Total Technical Course Credits		42
Total A.A.S. Degree Credits		60

*Requires a pre- or co-requisite. See course description in this catalog or online.

Industrial Management Technology Associate in Science Major Code 2194

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics, with MAC 1105, College Algebra or higher.

#Twenty seven credits will be awarded to students who successfully complete one of the 1300 clock hour or greater technical programs listed below at Atlantic Technical Center (754) 321-5100, McFatter Technical Center (954) 321-5700, or Sheridan Technical Center (754) 321-5400. Contact the IMT program manager for the procedure to obtain 27 credits for MNA 1948.

Air Conditioning, Refrigeration/Heating Technology
 Applied Welding Technology
 Apprenticeship Programs (State Approved)
 Automotive Collision Repair and Refinishing
 Boat and Yacht Repair/Refinishing Technology
 Building Construction Management
 Commercial Art Technology
 Commercial Foods and Culinary Arts
 Commercial Photography Technology

Computer Electronics Technology
 Cosmetology
 Court Reporting
 Drafting
 Heavy Duty Truck and Bus Mechanics
 Industrial Electricity
 Machining Technology
 Marine Service Technology
 Plumbing Technology
 Printing and Graphic Arts
 Television Production

Technical education teachers who have completed the Broward County Public Schools ACTIVE Program may substitute vocational education coursework for Technical Education Core Courses.

**LEGAL ASSISTING (Paralegal Studies)
Associate in Science Major Code 2172**

Program Description

The Legal Assisting (Paralegal Studies) Associate in Science Degree, offered at the South and North Campuses, is a program designed for students seeking a career in a law-related field as a paraprofessional.

Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a legal assistant. Legal assistants work in law firms, legal departments of major corporations, government agencies (federal, state and local), real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

This program is approved by the American Bar Association (ABA). For additional information contact the Program Manager at Judson A. Samuels South Campus, 954-201-8011 or the Business Administration at Judson A. Samuels South Campus 954-201-8933 or the Business Administration office at North Campus, 954-201-2217

First Year Term I

*ENC 1101	Composition I	3
#CGS 1100	Intro To Computer Applications or OST2764 Info/Word Processing	3
BUL 2241	Business Law I	3
PLA 1003	Introduction to Legal Assisting	3
PLA 1104	Law Library	3
Total Term Semester Hours		15

First Year Term II

*PLA 1303	Criminal Litigation	3
*PLA 1435	Corporations	3
*PLA 2466	Debtor/Creditor Relations	3
PLA 1201	Civil Litigation	3
*PLA 2114	Legal Writing and Drafting	3
Total Term Semester Hours		15

**First Year Term III, Session II and/or Session III
Humanities/Fine Arts Elective
and two of the following**

OST 1831	Windows/Graphical Environment	1
OST 1795	Telecommunications	1
GEB 2430	Business Ethics	1
Total Term Semester Hours		5

Second Year Term I

PLA 1841	Immigration Law	3
OST 2335	Communication in the Workforce	3
ECO 2013	Principles of Economics	3
*PLA 1610	Procedures for Real Estate Title Closing	3
PSY 2012	General Psychology or	
SYG 2000	Principles of Sociology	3
Total Term Semester Hours		15

Second Year Term II

SPC 1600	Public Speaking	3
*PLA 1600	Probate Practice	3
*PLA 1800	Domestic Relation Law	3
⁽¹⁾ Elective	Mathematics or Science	3
⁽²⁾ Electives or Practicum		6
Total Term Semester Hours		18
Total Program Semester Hours		68

*Requires a pre- or co-requisite. See course description in this catalog or online.

#CGS 1100, Introduction to Computer Applications is transferable to A.A. Degree; OST 2764, Info/Word Processing Applications is not transferable to A.A. Degree.

⁽¹⁾Must be a transferable mathematics or science course.

⁽²⁾Electives are satisfied by taking two (2) of the following courses:

CJL 1062	Constitutional Law	3
MTB 1103	Business Mathematics	3
SPN 1000	Elem. Spanish Conversation	3
PLA 2612C	Adv. Title Search Procedures	3
BUL 2242	Business Law II	3
FIN 1100	Personal Finance or	3
PLA 2940	Legal Assisting Practicum or	6

It is recommended that you see an academic advisor, counselor or the program manager every term.

MARKETING Management**Marketing Management Associate in Applied Science Degree Major Code A017****Marketing Management Associate in Science Major Code 2126****Marketing Operations Technical Certificate Major Code 6240****Marketing Management Associate in Applied Science Major Code A017****Program Description**

The Associate in Applied Science degree in Marketing Management, offered at North and A. Hugh Adams Central Campuses, emphasizes the development of management and leadership skills needed in marketing occupations such as advertising, selling, entrepreneurship, and international business. Students have the opportunity to participate in both state and national marketing competitions through membership in BCC Delta Epsilon Chi. **For additional information contact the Program Manager, A. Hugh Adams Central Campus, (954) 201-6725, or North Campus, (954) 201-2363. Student Alert: Students need to be aware that some courses are only offered once per year.**

First Year Term I

MAR 1011	Principles of Marketing	3
MKA 1021	Salesmanship	3
MKA 1930	Seminar I: Marketing in Perspective	3
OST 2335	Communications in the Workforce	3
GEB 2112	Entrepreneurship	3

Total Term Semester Hours 15

First Year Term II

MKA 1511	Advertising	3
MAR 2141	International Marketing	3
MNA 1161	Introduction to Customer Service	3
MKA 2102	Retailing	3
MKA 2931	Seminar II: Research in Marketing	3

Total Term Semester Hours 15

First Year Term III, Session II

*ENC 1101	Composition I	3
HSC 1101C	Introduction to Healthful Living	1

Total Term Semester Hours 4

Second Year Term I

MKA 2932	Seminar III: Marketing Management	3
MTB 1103	Business Mathematics	3
Elective	Humanities/Fine Arts	3
ECO 2013	Principles of Economics I	3
ACG 2001	Principles of Accounting I	3

Total Semester Hours 15

Second Year Term II

*MTB 1310	Applied Mathematics	3
CGS 1100	Introduction to Computer Applications	3
MNA 1821C	E-Commerce I or	
Elective	Business	3
SPC 1600	Public Speaking or	
SPC 1024	Intro to Speech Communication	3
BUL 2241	Business Law I	3

Total Semester Hours 15

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Marketing Management Associate in Science Major Code 2126**Program Description**

The Associate in Science degree in Marketing Management, offered at all BCC locations, emphasizes the development of management and leadership skills needed in marketing occupations such as advertising, selling, entrepreneurship, and international business. This program enables students to transfer to senior institutions that offer a bachelor's degree in marketing.

General Education

ECO 2013	Principles of Economics I	3
*ENC 1101	Composition I	3
Elective	Humanities/Fine Arts	3
SPC 1024	Introduction to Speech Communications	3
HSC 1101C	Introduction to Healthful Living	1
CGS 1100	Intro to Computer Applications	3
⁽¹⁾ Elective	Mathematics or Science	3

Total Semester Hours 19

Specialized Courses

ACG 2001	Principles of Accounting I	3
BUL 2241	Business Law I	3
MKA 1930	Seminar I: Marketing in Perspective	3
MKA 2931	Seminar II: Research in Marketing	3
MKA 2932	Seminar III: Marketing Management	3
MAR 2141	International Marketing	3

MNA 1161	Introduction to Customer Service	3
MKA 2102	Retailing	3
MKA 1511	Advertising	3
GEB 2112	Entrepreneurship	3
MAN 2021	Introduction to Management or	
MNA 2345	Principles of Supervision	3
MAR 1011	Principles of Marketing	3
MKA 1021	Salesmanship	3
MTB 1103	Business Math	3
MNA 1821C	E-Commerce I	3

Total Semester Hours 45

Total Program Semester Hours 64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

⁽¹⁾Must be college-level, transferable mathematics or science elective.

It is strongly recommended that students see an academic advisor or counselor every term.

Marketing Operations Technical Certificate Major Code 6240

Program Description

The Marketing Operations Certificate, offered at Central and North Campus, is a program designed to prepare students for immediate employment in the area of marketing. It will also meet the needs of those students who already have a two or four-year degree and are seeking new employability skills.

First Year Term I

MAR 1011	Principles of Marketing	3	MNA 1161	Introduction to Customer Service	3
MKA 1021	Salesmanship	3	+MKA 2102	Retailing or	
MKA 1930	Seminar I: Marketing in Perspective	3	#GEB 2112	Entrepreneurship	3
MNA 1821C	E-Commerce I	3	Total Option Semester Hours		12
Total Term Semester Hours		12	Total Certificate Semester Hours		24

First Year Term II

MKA 1511	Advertising	3	*Requires a pre-requisite. See course description in this catalog or Online.		
MAR 2141	International Marketing	3	+Offered once per year at North Campus only.		
			#Offered at A. Hugh Adams Central Campus only.		

MASSAGE THERAPY

Vocational Certificate Major Code 5281

Program Description

The Massage Therapy Program, offered at Health Science, North Campus, is a vocational certificate approved by the Florida Board of Massage Therapy. Graduates are eligible to take the Florida Board of Massage Therapy licensure examination.

The role of the Massage Therapist is to perform therapeutic massage as prescribed by Florida law. Duties and responsibilities may encompass skills of manipulation of the soft tissues of the human body.

Requirements for the Vocational Certificate in Massage Therapy:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Completion of the program clock hours with a 2.0 or higher certificate grade point average (GPA).
- Obtain TABE assessment scores at or above the state mandated grade level unless exempt.
- The following core courses should be completed by the end of the first term or can be completed before enrollment into the Massage Therapy Program: Health Care Career Core (HCP 0130); Basic Life Support (CAE 0299); HIV/AIDS (CAE 0382); Domestic Violence (CAE 0474); TB/OSHA/HEPATITIS (CAE 0476) - **Total Clock Hours 95.**
- Complete all courses with a grade of "C" or higher.

		<i>Clock Hours</i>
Summer		
HCP 0130	Health Careers Core	75
CAE 0299	Basic Life Support	8
CAE 0382	HIV/AIDS	4
CAE 0474	Domestic Violence	2
CAE 0476	OSHA/TB	6
	Total Term Clock Hours	95

Term I		
*MSS 0250	Introduction to Massage Therapy	15
*MSS 0250L	Introduction to Massage Therapy Lab	170
*MSS 0001	Medical Ethics and Standards	15
*MSS 0150	Anatomy and Physiology of Body Systems	45
	Total Term Clock Hours	245

Term II		
*MSS 0281	Allied Modalities	15
*MSS 0281L	Allied Modalities Lab	120
*MSS 0156	Anatomy and Physiology Massage Therapy II	45
*MSS 0156L	Anatomy and Physiology Massage Therapy II Lab	60
	Total Term Clock Hours	240

Term III Session II		
*MSS 0300	Hydrotherapy Modalities	15
*MSS 0300L	Hydrotherapy Modalities Lab	45
	Total Term Clock Hours	60

Term III Session III		
*MSS 0803L	Massage Therapy Clinical Prac.	110
	Total Term Clock Hours	110
	Total Program Clock Hours	750

*Requires a Pre- or co-requisite course. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

MEDICAL ASSISTING

Vocational Certificate Major Code 5215

Program Description

The Medical Assisting Program is a 10-month vocational certificate program. The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355, on recommendation of the Committee on Accreditation for Medical Assistant Education. The role of the Medical Assistant within the physician's office is varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the Medical Assistant functions in all three areas while being a public relations specialist.

The placement of students into externships in physicians' offices offers maximum flexibility and has been especially designed to meet the individual needs of the student, thus allowing for the development of specific skills within a chosen interest or specialty area.

Applicants should call (954) 201-6906 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Criteria for Admission into Medical Assisting Vocational Certificate:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Applicants must submit an original copy of a typing test verifying a 35 WPM proficiency. This should be signed and dated by the professor administering the test. Applicants without signed typing tests should go to the Center for Health Science Education A. Hugh Adams Central Campus, Building 8 and make arrangements to take this test in the Typing Lab. Applicants meeting all admission criteria except their typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

Requirements for the Vocational Certificate in Medical Assisting:

- Completion of 855 clock hours, 9 college semester hours and a grade point average of 2.0 or higher. No grade lower than "C" will be acceptable in ALL courses required for the Medical Assisting Certificate.
- Obtain TABE Assessment scores at or above the state mandated grade level.

Pre-requisite Courses:

HCP 0130	Health Careers Core	75
CAE 0299	Basic Life Support	8
CAE 0382	HIV/AIDS	4
CAE 0474	Domestic Violence	2
CAE 0476	OSHA/TB	6
Total Clock Hours		95

Term I ⁽¹⁾

*MEA 0005	Introduction to Med Assisting	32
*MEA 0258	Radiology for Med. Assisting I	64
*MEA 0382	Medical Laws and Ethics	32
*MEA 0204	Clinical Procedures	64
*MEA 0204L	Clinical Procedures Lab	48
*MEA 0242	Pharmacology for Med. Assist.	48
Total Term Clock Hours		288

Semester Hours

HSC 1531	Medical Terminology	3
MEA 1233	Anatomy and Physiology	3
Total Term Semester Hours		6

Term II

*MEA 0271	Admin. Office Procedures	64
*MEA 0259	Radiology for Med. Assisting II	48
*MEA 0259L	Radiology for Medical Assisting II Lab	32
*MEA 0255	Med. Office Lab Procedures I	32

*MEA 0255L	Med. Office Lab Procedures I Lab	32
*MEA 0256	Med. Office Lab Procedures II	32
*MEA 0256L	Med. Office Lab Procedures II Lab	32
Total Term Clock Hours		272

Term III

⁽²⁾ *MEA 0800	Externship	200
Total Term Clock Hours		200

Semester Hours

CGS 1100	Introduction to Computer Applications	3
Total Term Semester Hours		3
Total Program Clock Hours		855
Total Program Semester Hours		9

*Requires a pre- or co-requisite. See course description in this catalog or online.

⁽¹⁾Students must submit proof of typing 35 WPM to the Medical Assisting Department before the end of Term I. Failure to provide this documentation will prevent the student from continuing in the program.

⁽²⁾Verification of CPR is required before graduating. CPR and First Aid will be taught by the Continuing Education Department.

It is strongly recommended that students see an academic advisor or counselor every term.

MEDICAL INFORMATION CODER/BILLER
Technical Certificate Major Code 6179

Program Description

This one-year program of study prepares the student for employment as a health care coder or biller in a variety of settings. Responsibilities include coding of diagnoses and procedures, preparation and processing of insurance claims, filing and retrieval of records. Confidentiality and legal concerns are also covered. Professional practice experience (PPE) is provided in local health care facilities under the supervision of qualified professional personnel.

Articulation Agreements

This program represents the first year of the Associate in Science Degree in Health Information Management.

Applicants should call (954) 201-2084 for additional information. The program is offered at Health Sciences, North Campus.

Criteria for Admission into the Medical Coder/Biller Applied Technology Diploma:

- Applicants must complete requirements for admission to Health Science Programs. See page 32.
- Complete the following pre-requisite courses with a "C" or higher

HSC 1531	Medical Terminology	3
OST 2335	Communication in the Workforce	3
MAT 0024	Elementary Algebra or higher test score	0

Requirements for the Medical Coder/Biller Applied Technology Diploma

- Completion of 34 semester hours of credit and a diploma grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.
- Completion of the following courses:

Pre-requisite Courses:

HSC 1531	Medical Terminology	3
OST 2335	Communication in the Workforce	3
MAT 0024	Elementary Algebra (or higher test scores)	0
Total Semester Hours		6

First Year Term I

*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
HIM 1000	Introduction to Health Information Management	2
*HIM 1433	Pathophysiology I	2
HIM 1224	Health Care Delivery Systems	3
*HIM 1110	Health Data Concepts	3
Total Semester Hours		14

First Year Term II

*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*HIM 1432	Pathophysiology II	2
*HIM 1223	Coding: ICD-9-CM	2
*HIM 1250	Coding: CPT/HCPCS	2
*HIM 1260	Health Insurance Billing	2
HIM 1800	Professional Practice I	2
Total Semester Hours		14
Total Program Semester Hours		34

*Requires a pre- or co-requisite or proper placement score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

NETWORK ADMINISTRATOR
Microsoft MCSE Associate in Science Major Code 21931
Microsoft MCSE Associate in Applied Science Major Code A019

Cisco CCNP Program Associate in Science Major Code 21933
Cisco CCNP Program Associate in Applied Science Major Code A034
Networking-Cisco CCNA Technical Certificate Major Code 62387

Information Technology Technician Novell CNA Technical Certificate Major Code 6282
Information Technology Management (Microsoft MCSA option) Major Code 6283

Microsoft MCSE Associate in Science Major Code 21931

Program Description

The Microsoft MCSE Associate in Science and Associate in Applied Science degrees, offered at the A. Hugh Adams Central Campus, prepare students for employment opportunities as network support specialists and network administrators in Microsoft Windows environments. It is designed for students seeking to successfully pass the seven Microsoft qualifying exams and attain the title Microsoft Certified System Engineer (MCSE).

First Year Term I

CDA 1403C	PC Support and Service – Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service – Hardware ¹ (Session 4)	3
*CEN 1509C	Network+	4
*ENC 1101	Composition I	3
Total Term Semester Hours		13

First Year Term II

*CEN 1300C	Implementing Microsoft Windows Prof. ²	4
*ENC 1102	Composition II or	
*ENC 2210	Professional and Technical Writing	3
*MAC 1105	College Algebra	3
SPC 1024	Introduction to Speech Communications	3
Total Term Semester Hours		13

First Year Term III

*CEN 1301C	Implementing Microsoft Windows Server ³ (Session 2)	4
*CEN 1315C	Implementing Microsoft Windows Network Infrastructure ⁴ (Session 3)	4
Total Term Semester Hours		8

Second Year Term I

*CEN 1321C	Implementing Microsoft Windows Directory Services ⁵ (Session 2)	4
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*CEN 1327C	Planning and Maintaining Microsoft Windows Network Infrastructure	4
#Elective	Computer Science	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

Second Year Term II

##Elective	MCSE Design	4
###Elective	MCSE	4
#Elective	Computer Science	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

#Any course with a CDA, CEN, CET, CIS, CTS or COP prefix.

##CEN 1323C or CEN 1325C
 ###CEN 1323C, CEN 1325C, CEN 2303C, CEN 2306, or CTS 2312C

*Requires a pre- or co-requisite. See course description in this catalog or online.

Prerequisites requiring a grade of C or higher:

1. Pre-requisite CDA 1403C
2. Pre-requisite CDA 1403C, co-requisite CDA 1302C
3. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C
4. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C and CEN 1301C
5. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C and CEN 1301C and CEN 1315C

It is strongly recommended that students see an academic advisor or counselor every term.

Microsoft MCSE Associate in Applied Science Major Code A019

+Students pursuing an Associate in Applied Science Degree may substitute MAC 1105 with MTB 1310 Applied Mathematics or MAT 1033 Intermediate Algebra.

Cisco CCNP Associate in Science Major Code 21933

First Year Term I

CDA 1403C	PC Support and Service-Operating Systems (Session 2)	3
CDA 1302C	PC Support and Service-Hardware (Session 4) ¹	3
CET 1630C	Network Cabling Technologies	4
*ENC 1101	Composition I	3
Total Term Semester Hours		13

First Year Term II

*CET 1600C	Cisco Networking I ² (Session 2)	4
*CET 1610C	Cisco Networking II ³ (Session 4)	4
*MAC 1105	College Algebra	3
SPC 1024	Intro to Speech Communication	3
Total Term Semester Hours		14

First Year Term III

*CET 1615C	Cisco Networking III ⁴ (Session 2)	4
*CET 1620C	Cisco Networking IV ⁵ (Session 4)	4
Total Term Semester Hours		8

Second Year Term I

*CET 2625C	Cisco Networking V ⁶ (Session 2)	6
*CET 2626C	Cisco Networking VI ⁷ (Session 4)	5
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		14

Second Year Term II

*CET 2627C	Cisco Networking VII ⁷ (Session 2)	5
*CET 2628C	Cisco Networking VIII ⁸ (Session 4)	6
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

*Requires a pre- or co-requisite.

1. Pre-requisite-CDA 1403C with grade of C or higher
2. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C each with grade of C or higher.
3. Pre-requisite-CDA 1403C, CDA 1302C, CET 1630C and CET 1600C each with grade of C or higher
4. Pre-requisite-CDA 1403C, CDA 1302C, CET 1630C, CET 1600C and CET 1610C each with grade of C or higher.
5. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C, CET 1610C, and CET 1615C each with grade of C or higher.
6. Pre-requisite-CET 1620C with grade C or higher or proof of CCNA certification.
7. Pre-requisite-CET 2625C with grade of C or higher.
8. Pre-requisite-CET 2625C, CET 2626C, and CET 2627C each with grade of C or higher.

It is strongly recommended that students see an academic advisor or counselor every term.

Cisco CCNP Associate in Applied Science Major Code A034

Students seeking a Cisco CCNP Associate in Applied Science degree shall substitute MAC 1105 with MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra.

Networking-Cisco CCNA Technical Certificate Major Code 62387

First Year Term I

CDA 1403C	PC Support and Service-Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service Hardware ¹ (Session 4)	3
CET 1630C	Network Cabling Technologies	4
Total Semester Hours		10

First Year Term II

*CET 1600C	Cisco Networking I ² (Session 2)	4
*CET 1610C	Cisco Networking II ³ (Session 4)	4
#Computer Science Elective		4
Total Semester Hours		12

First Year Term III

*CET 1615C	Cisco Networking III ⁴ (Session 2)	4
*CET 1620C	Cisco Networking IV ⁵ (Session 3)	4
Total Semester Hours		8
Total Program Semester Hours		30

#Computer Science Elective-Any course with a CDA, CEN, CET, CIS, or COP prefix.

*Requires a pre-requisite

1. Pre-requisite-CDA 1403C
2. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C
3. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C
4. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C and CET 1610C
5. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C and CET 1610C and CET 1615C

Program Description

The Information Technology Technician (Novell CNA Certificate) offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network support specialists and network administrators in Novell NetWare environments.

First Year Term I

CDA 1403C	PC support and Service-Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service-Hardware ¹ (Session 4)	3
*CEN 1509C	Network+	4
Total Semester Hours		10

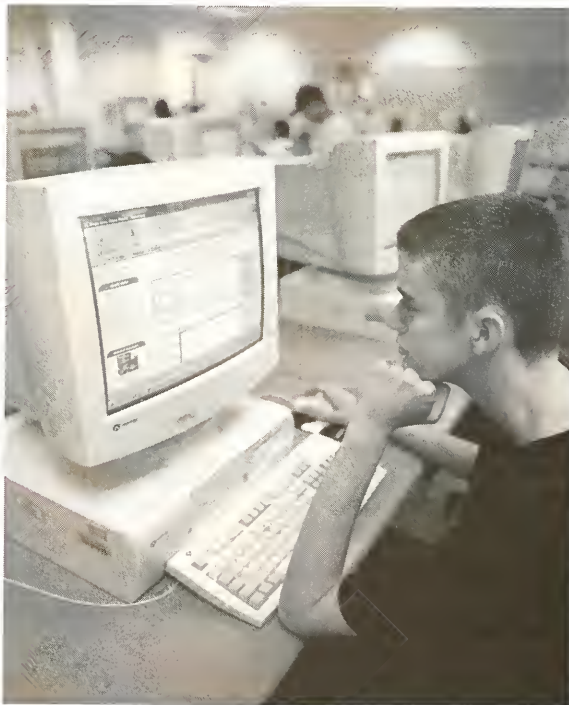
First Year Term II

*CEN 1300C	Implementing Microsoft Windows Professional ²	4
*CEN 1503C	NetWare Administration ³	4
#Elective	Computer Science	3
Total Semester Hours		11
Total Program Semester Hours		21

*Requires a pre- or co-requisite. See course description in this catalog or online.

#Any Course with a CDA, CEN, CET, CIS, or COP prefix. Suggested elective: CEN 1504C

1. Pre-requisite-CDA 1403C with grade of C or higher
2. Pre-requisite-CDA 1403C with grade of C or higher; co-requisite-CDA 1302C
3. Pre-requisite-CDA 1403C and CDA 1302C each with grade of C or higher



**Information Technology Management (Microsoft MCSA Option)
Technical Certificate Major Code 6283**

Program Description

The Information Technology Management (Microsoft MCSA Option) Technical Certificate is offered on A. Hugh Adams Central Campus

First Year Term I

CDA 1403C	PC Support & Services-Operating Systems	3
*CDA 1302C	PC Support & Service –Hardware ¹	3
*CEN 1300C	Implementing Microsoft Windows Professional ²	4
*CEN 1509C	Network+ ³	4
	Total Term Semester Hours	14

First Year Term II

*CEN 1301C	Implementing Microsoft Windows Server ³	4
*CEN 1315C	Implementing Microsoft Windows Network Infrastructure ⁴	4
#Elective	MCSE elective	4
+Elective	Computer Science Elective	4
	Total Term Semester Hours	14
	Total Program Semester Hours	30

*Pre-requisites require a grade of C or higher:

¹CDA 1403C

²Pre-requisite CDA 1403C, Co-requisite CDA 1302C

³Pre-requisites CDA 1403C, CDA 1302C and CEN 1300C

⁴Pre-requisites CDA 1403C, CDA 1302C, CEN 1300C, and CEN 1301C

*MCSE electives – CTS 2312C, CEN 2303C or CEN 2306C

#Computer Science Electives – any course with a CDA, CEN, CET, CIS, CTS, or COP prefix



NUCLEAR MEDICINE TECHNOLOGY**Nuclear Medicine Technology Associate in Science Major Code 2102
Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224****Program Description**

Nuclear Medicine Technologists prepare and administer tracer radiopharmaceuticals to patients and perform diagnostic procedures on virtually every organ system in the human body by using highly sophisticated computerized detection systems to produce images (scans).

The Nuclear Medicine Technology Program is accredited by the Joint Review Committee on Education in Nuclear Medicine Technology.

Nuclear Medicine Technology-Specialist Technical Certificate Track:

The Nuclear Medicine Technology College Credit Technical Certificate Program is intended for other Allied Health Professionals with Associate Degrees and who maintain a professional license. Upon completion of the twelve (12) months full-time day program, the student will be eligible to take the American Registry of Radiologic Technologists Nuclear Medicine Examination and/or the Nuclear Medicine Technology Certification Board Examination.

Applicants should call (954) 201-2083 for additional information. The program is offered at Health Sciences, North Campus.

Criteria for Admission to the Nuclear Medicine Technology-Technical Certificate Program:

- Applicant must fulfill the requirements for admission to Health Science Programs. See page 32.
- Minimum 2.0 degree GPA.
- APPLICANTS MUST HAVE AN ASSOCIATE DEGREE IN A RELATED FIELD OF STUDY, (I.E., RADIOLOGIC TECHNOLOGY).
- Complete the following courses with a grade of "C" or higher: ENC 1101, BSC 1085, CHM 1033, and MTB 1310 or MAT 1033.

Requirements for Nuclear Medicine Technology-Technical Certificate Program:

- Complete 48 semester credit hours with a GPA of 2.0 or higher.
- No grade lower than a "C" in all certificate courses.

Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224**Prerequisites**

*ENC 1101	College Composition	3
*CHM 1033	Chemistry for the Health Sciences	3
*BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Total Semester Hours		13

First Year Term I

*NMT 1002	Introduction to Nuclear Medicine	3
*NMT 2534	Nuclear Med. Instrumentation	3
*NMT 2485	Nuclear Medicine Methodology	3
*NMT 2705L	Nuclear Medicine Lab. I	1
*NMT 2834	Clinical Education	2
*NMT 2130	Nuclear Med. Radiopharmacy	3
Total Semester Hours		15

First Year Term II

*NMT 1312	Nuclear Med. Radiation Protection and Safety	3
*NMT 2573	Quality Control/Assurance	3
*NMT 2706L	Nuclear Medicine Lab. II	1
*NMT 2844	Clinical Education	3
*NMT 2102	Nuclear Medicine Administration	2
PHY 1001	Applied Physics	3
Total Semester Hours		15

First Year Term III

*NMT 2061	Nuclear Medicine Seminar	3
*NMT 2863	Clinical Education	2
Total Semester Hours		5
Total Program Hours		48

*Requires a pre- or co-requisite. See course description in this catalog or online.

Nuclear Medicine Technology Associate in Science Major Code 2102

This Associate in Science degree program is a two-year program. Applicants shall complete the first year General Education Requirements prior to the second year of the program. Upon completion of this degree program, the student will be eligible to take the American Registry of Radiologic Technologists Nuclear Medicine Examination and/or the Nuclear Medicine Technology Certification Board Examination.

Criteria for Admission to Associate in Science Degree in Nuclear Medicine Technology:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Complete four (4) hours of clinical observation in a local facility with a Nuclear Medicine Department.
- A minimum 2.0 degree GPA.
- Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.
- Applicants must complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application (See list below.).

ADMISSION TO THE SECOND YEAR OF THE PROGRAM IS CONTINGENT UPON COMPLETION OF ALL FIRST YEAR COURSES WITH A 2.0 GPA OR HIGHER AND DATE OF APPLICATION TO THE PROGRAM.

Requirements for the Associate in Science Degree in Nuclear Medicine Technology:

- Complete 75 hours of credit with a degree grade point average of 2.0 or higher.
- No grade lower than a "C" will be acceptable in all degree courses.

Pre-requisite Courses

*ENC 1101	Composition I	3
*CHM 1033	Chemistry for Health Sciences	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology Lab I	1
*MAT 1033	Intermediate Algebra or	
*MTB 1310	Applied Mathematics	3
Total Semester Hours		13

First Year Term I

*NMT 1002	Introduction to Nuclear Medicine	3
*NMT 1002L	Nuclear Medicine Lab	1
PHY 1001	Applied Physics	3
PHY 1001L	Applied Physics Lab	1
CGS 1000	Microcomputer Applications	3
HSC 1531	Medical Terminology	3
Total Semester Hours		14

First Year Term II

*NMT 1312	Radiation Protection and Safety	3
*NMT 1814	Nuclear Med. Clinical Ed. II	3
Elective	Social/Behavioral Science	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology Lab II	1
Total Semester Hours		13

First Year Term III

SPC 1024	Introduction to Speech Communications	3
NMT 1824	Clinical Education III	2
Total Semester Hours		5

Second Year Term I

*NMT 2485	Nuclear Medicine Methodology	3
*NMT 2705L	Nuclear Medicine Laboratory I	1
*NMT 2130	Nuclear Med. Radiopharmacy	3
*NMT 2834	Clinical Education IV	2
*NMT 2534	Nuclear Med. Instrumentation	3
Total Semester Hours		12

Second Year Term II

*NMT 2573	Quality Control/Assurance	3
*NMT 2706L	Nuclear Medicine Laboratory II	1
*NMT 2102	Nuclear Medicine Administration	2
*NMT 2844	Clinical Education V	3
Elective	Humanities/Fine Arts	3
Total Semester Hours		12

Second Year Term III

*NMT 2061	Nuclear Medicine Seminar	3
*NMT 2854	Clinical Education VI	3
Total Semester Hours		6
Total Program Hours		75

*Requires a pre- or co-requisite. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

NURSING (R.N.)
Nursing (R.N.) Associate in Science Degree Major Code 2127
LPN-RN Transition Major Code 21271

Program Description

The Associate Degree Program in Nursing is designed to prepare men and women for a career as registered nurses. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level and to contribute to the promotion of health in the community.

The Nursing Program is approved by the Florida State Board of Nursing, accredited by the National League for Nursing Accrediting Commission Inc. (NLNAC), 61 Broadway, 33rd Floor, New York, NY, 10006, (800) 669-1656 or Fax (212)-812-0390, www.nlnac.org, and holds membership in the Associate Degree Council of the National League for Nursing.

The Department of Nursing Technology offers an Associate in Science degree in Nursing to both Licensed Practical Nurses (LPN) and those who have no previous nursing education. The LPN/RN Transition Track recognizes the LPN's nursing knowledge and skills. This track is designed for the LPN who feels qualified to participate in an accelerated track. The Generic Track is for the applicant who has no previous nursing education or the LPN who does not wish to enroll in an accelerated track.

Both the Generic track and LPN transition track are offered in the traditional classroom and online utilizing the internet. Students enrolled in the online nursing courses must be able to attend clinical experiences in Broward County and come to campus for exams and lab activities. The online track is available to students with an Associate of Science, Associate of Arts degrees or higher, and students currently holding a certificate or license in a health care field. Students must have Internet access and be able to perform basic computer skills such as word processing, sending and receiving emails, and file management.

The program combines studies in general education and nursing education at the College with selected clinical experiences in hospitals and other community facilities. Nursing courses require students to spend 20 to 36 hours per week in the classroom and clinical settings. The program consists of 72 credits. The ratio of clock hours to credit hours in clinical courses is 3.5 to 1. There are 56 hours of clinic for each credit. Generic students attend 1008 hours of clinic. LPN transition students attend 616 hours of clinic. Clinical hours are a combination of clinical nursing experiences, community health experiences, or nursing lab requirements. It is expected that students will have made arrangements to meet these hours.

Successful completion of this program qualifies the individual to have their name submitted to the Florida Board of Nursing. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. For licensure requirements, refer to sections 464.008 and 464.009, Florida Statutes (F. S.), Rules 64B9-3.002 and 3.008, Florida Administrative Code (F.A.C.)

The Florida Board of Nursing, in accordance with the Rules and Regulations of the Nurse Practice Act, will determine if a nursing program graduate is eligible for licensure when there is an arrest/conviction record. **All individuals with a criminal or discipline history should read Chapter 464, Florida Statutes (F.S.) and Chapter 64B9, Florida Administrative Code (F.A.C.) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals with a criminal or discipline history to fully understand these requirements. For more information contact the Florida Board of Nursing web site www.doh.state.fl.us/Mga/nursing/nur_home.html or call 850-245-4125 or email mga_nursing@doh.state.fl.us.**

ALL NURSING STUDENTS WHO ARE ADMITTED, OR RE-ADMITTED, TO THE NURSING PROGRAM SHALL ADHERE TO ALL CURRENT DEPARTMENTAL POLICIES.

The program is offered at Health Sciences-Central, Health Sciences-North, and Health Sciences-Judson A. Samuels South Campuses.

Criteria for Admission to the Nursing Program

- A minimum 2.0 degree GPA.
- Complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application.
- Complete Pre-Health Science Core (HCP0130, CAE 0299, CAE 0382, CAE 0474, CAE 0476, and CAE 0528) prior to enrolling in NUR 1210 and NUR 1210L or obtain waiver. To determine eligibility for a waiver please check with the Health Science Continuing Education and Workforce Development department located in building 8, A. Hugh Adams Central Campus.
- Completion of health screening to include recent physical examinations; verification of immunization against tetanus, measles, mumps, rubella, varicella, Hepatitis "B", negative test for tuberculosis. Admission into the

Nursing Program is provisionally based upon acceptance of the approved health evaluation record. This health evaluation record must be submitted no later than the orientation day for nursing students.

- Basic cardiac life support certification for health care providers.
- Complete the Center for Health Science Education admission process. See page 32.
- LPN/RN Transition Track students need a current Florida LPN License.
- Online students need proof of AA/AS degree or higher or current certificate/license in a health care field.
- Students must be able to meet the performance standards of the Nursing Department. A copy can be obtained from the Nursing Department.

Requirements for the Nursing (RN) - Associate in Science Degree

- Completion of 72 semester credit hours and a degree GPA of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher.

Pre-requisite General Education Courses: (MUST BE COMPLETED PRIOR TO SUBMITTING A NURSING APPLICATION)

*ENC 1101	Composition I	3
*BSC 1085	Anatomy Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*CHM 1033	Chemistry for Health Sciences	3
*MAT 0024	Elementary Algebra	0
*MAT 0024L	Elem. Algebra Lab or higher	0

Additional General Education Courses Required

*BSC 1086	Anatomy Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*MCB 2013	Microbiology	3
*MCB 2013L	Microbiology Lab	1
*APB 1600	Pharmacology	2
*MTB 1370	Math for Health Related Prof.	1
Elective	Humanities/Fine Arts (writing requirement)	3
Elective	Social/Behavior Science	3
Total Semester Credit Hours		27

GENERIC (RN) TRACKING***

*NUR 1020	Nursing Process I	3
*NUR 1020L	Nursing Process Clinical Lab	2
*NUR 1210	Nursing Process II	3
*NUR 1210L	Nursing Process II Clinical Lab	2
*NUR 1220	Health Alterations I	3
*NUR 1220L	Health Alterations I Clinical Lab	2
*NUR 1421	Health Care of Women	3
*NUR 1421L	Health Care of Women Clinical Lab	2
*NUR 1524	Nursing Care of the Psych. Patient	3
*NUR 1524L	Nursing Care of the Psychiatric Patient Clinical Lab	2
*NUR 1310	Pediatric Nursing	3
*NUR 1310L	Pediatric Nursing Clinical Lab	2
*NUR 2221	Health Alterations II	3
*NUR 2221L	Health Alterations II Clinical Lab	2
*NUR 2222	Health Alterations III	3
*NUR 2222L	Health Alterations III Clinical Lab	2
*NUR 2810	Trends, Practices and Roles	3
*NUR 2810L	Trends, Practices and Roles Clinical Lab	2
Total Semester Hours		45
Total Program Semester Hours		72

LPN/RN Transition Track***

NUR 2020	Transition Nursing I	2
NUR 2000L	Transition Nursing Clinic Lab	2
*NUR 1220	Health Alterations I	3
*NUR 1220L	Health Alterations I Clinical Lab	2
*NUR 1421	Health Care of Women	3
*NUR 1420L	Health Care of Women Clinical Lab	1
*NUR 1524	Nursing. Care of the Psych. Patient	3
*NUR 1500L	Nursing Care of the Psychiatric Patient Clinical Lab	1
*NUR 1310	Pediatric Nursing	3
*NUR 1731L	Pediatric Nursing Clinical Lab	1
*NUR 2221	Health Alterations II	3
*NUR 2221L	Health Alterations II Clinical Lab	2
*NUR 2222	Health Alterations III	3
*NUR 2222L	Health Alterations III Clinical Lab	2
*NUR 2810	Trends, Practices and Roles	3
*NUR 2810L	Trends, Practices and Roles Clinical Lab	2
Total Semester Hours		36
**LPN Transfer Credit		9
Total Program Semester Hours		72

*Requires a pre- or co-requisite. See course description in this catalog or online.

**Upon completion of NUR 2020 and NUR 200LL, nine (9) semester credits will be awarded for the LPN license. A fee will be charged.

***Successful completion of the Nursing Program will satisfy the SACS oral communication competency standard

It is strongly recommended that students see an academic advisor or counselor every term.

Articulation Agreements

There is a statewide articulation between all state supported Associate in Science Degree in Nursing programs and Bachelors in Science in Nursing degree programs.

OFFICE CAREERS
Administrative Assistant Vocational Certificate Major Code 5279
Legal Secretary Vocational Certificate Major Code 5297
Medical Secretary Major Code 5280

Administrative Assistant Vocational Certificate Major Code 5279

Program Description

The Administrative Assistant Vocational Certificate Program, offered at the Judson A. Samuels South Campus, is designed to prepare the student to obtain entry-level employment in an office as a Receptionist, Word Processor, or Data Entry Operator. The program of study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

	Clock Hours
OFT 0010 Office Skills Training I	75
OFT 0011 Office Skills Training II	75
OTA 0001 Office Support Tech I	75
OTA 0002 Office Support Tech II	75
Total Term Vocational Hours	300

First Year Term II

OCA 0450 Spreadsheet and Database Applications I	75
OCA 0451 Spreadsheet and Database Applications II	75
OTA 0940 Office Supervision I	75
OTA 0948 Office Supervision II	75
Total Term Vocational Hours	300

First Year Term III, Session II

OTA 0312 Office Communications I	75
OTA 0313 Office Communications II	75
Total Term Vocational Hours	150

First Year Term III, Session III

OTA 0323 Office Communications III	150
OTA 0949 On the Job Training	150
Total Term Vocational Hours	300
Total Program Vocational Hours	1,050

Medical Secretary Vocational Certificate Major Code 5280

Program Description

The Medical Secretary Vocational Certificate Program, offered at the Judson A. Samuels South Campus, is designed to prepare the student to obtain entry-level employment in a Health/Medical Office setting. The program of study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

	Clock Hours
OFT 0010 Office Skills Training I	75
OFT 0011 Office Skills Training II	75
OTA 0001 Office Support Tech I	75
OTA 0002 Office Support Tech II	75
Total Term Vocational Hours	300

First Year Term II

OCA 0450 Spreadsheet and Database Applications I	75
OCA 0451 Spreadsheet and Database Applications II	75
OTA 0612 Medical Secretarial I	75
OTA 0613 Medical Secretarial II	75
Total Term Vocational Hours	300

First Year Term III Session II

OTA 0614 Medical Secretarial III	150
OTA 0312 Office Communications I	75
Total Term Vocational Hours	225

First Year Term III, Session III

OTA 0313 Office Communications II	75
OTA 0323 Office Communications III	150
Total Term Vocational Hours	225
Total Program Vocational Hours	1,050

Legal Secretary Vocational Certificate Major Code 5297

Program Description

The Legal Secretary Vocational Certificate program, offered at the Judson A. Samuels South Campus, is designed to prepare the student to obtain entry-level employment in a legal office as a Receptionist, Word Processor, or Data Entry Operator. The Program of Study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

	<i>Clock Hours</i>
OFT 0010 Office Skills Training I	75
OFT 0011 Office Skills Training II	75
OTA 0001 Office Support Tech I	75
OTA 0002 Office Support Tech II	75
Total Term Vocational Hours	300

First Year Term II

OCA 0450 Spreadsheet and Database Applications I	75
OCA 0451 Spreadsheet and Database Applications II	75
OTA 0475 Legal Aspects of Business	75
Total Term Vocational Hours	225

First Year Term III Session II

OTA 0312 Office Communications I	75
OTA 0313 Office Communications II	75
OTA 0476 Legal Office I	75
OTA 0477 Legal Office II	75
Total Term Vocational Hours	300

First Year Term III Session III

OTA 0478 Legal Office III	75
OTA 0323 Office Communication III	150
Total Term Vocational Hours	225
Total Program Vocational Hours	1,050

OFFICE ADMINISTRATION

- Legal Office Specialization Associate in Applied Science Major Code A021**
Medical Office Specialization Associate in Applied Science Major Code A022
Medical Office Management Technical Certificate Major Code 6281
Office Management Specialization Associate in Applied Science A023
Office Software Applications Specialization Associate in Applied Science Major Code A024
Office Management Technical Certificate Major Code 6237
Office Specialist Technical Certificate Major Code 6280
Office Support Technical Certificate Major Code 6279

Legal Office Specialization Associate in Applied Science Major Code A021**Program Description**

The Legal Office Specialization Associate in Applied Science Degree, offered at the North and Judson A. Samuels South Campus, emphasizes legal techniques procedures, and the office skills used in law offices. Specialization in one or two legal fields is accomplished by careful selection of electives.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

BUL 2241	Business Law I	3
OST 2431	Legal Office Techniques I	3
PLA 1003	Introduction to Legal Assisting	3
MTB 1103	Business Mathematics	3
#OST 2949	Co-Op or Elective	3
Total Term Semester Hours		15

Second Year Term II

*BUL 2242	Business Law II	3
PLA 1201	Civil Litigation	3
*Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15
Total Program Semester Hours		63

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Elective-select from courses with the prefixes BUL, CGS, GEB, MAN, MNA, OST, RMI or SPC.

It is strongly recommended that students see an academic advisor or counselor every term.

Medical Office Specialization Associate in Applied Science Major Code A022**Program Description**

The Medical Office Specialization Associate in Applied Science Degree, offered at the North and Judson A. Samuels South Campus, emphasizes medical terminology and the office skills used in medical offices.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

MTB 1103	Business Mathematics	3
HSC 1531	Medical Terminology	3
OST 2464C	Medical Office Computer Applications	3
OST 2611C	Medical Transcription	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15

Second Year Term II

MNA 2345	Principles of Supervision	3
Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts	3
#OST 2949	Co-op or Electives	6
Total Term Semester Hours		15
Total Program Semester Hours		63

*Requires a pre- or co-requisite or proper score on placement test. See course description in catalog or online.

#Electives-select from courses with the prefixes ACG, CGS, HIM, MAN, MNA, GEB or ECO

It is strongly recommended that students see an academic advisor or counselor every term.

Office Management Specialization Associate in Applied Science Major Code A023
Program Description

The Office Management Specialization Associate in Applied Science Degree, offered at the North and Judson A. Samuels South Campus, emphasizes competencies in the most frequently used business computer applications. This program also prepares the student to assume some of the responsibility of the executive in the office.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

CGS 1540C	Database Management	3
CGS 1510	Electronic Spreadsheet	3
*CGS 1577C	Presentation Systems	3
Total Term Semester Hours		15

Second Year Term II

#OST 2949	Co-op or elective	3
MAN 2021	Introduction to Management	3
PSY 2012	General Psychology	3
*Elective	Math or Science	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15
Total Program Semester Hours		63

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Elective-select from OST, CGS, GEB, MAN, MNA, BUL, GRA, SPC, or ACG courses.

It is strongly recommended that students see an academic advisor, counselor or OST faculty member every term.

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term 1

MTB 1103	Business Math	3
CGS 1811C	Desktop Publishing	3

Office Software Applications Specialization Associate in Applied Science Major Code A024
Program Description

The Office Software Applications Specialization Associate in Applied Science Degree, offered at the North and Judson A. Samuels South Campus, prepares the student for employment as a skilled computer information processing specialist. Emphasis is placed on the design and preparation of text and graphical documents used in business offices.

First Year Term I

CGS 1100	Introduction of Computer Applications	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1

OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

MTB 1103	Business Mathematics	3
CGS 1510	Electronic Spreadsheet	3
MNA 2345	Principles of Supervision	3
OST 1811C	Desktop Publishing	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15

Second Year Term II

CGS 1577C	Presentation Systems	3
#OST 2949	Co-op or elective	3
	Humanities/Fine Arts Elective	3
	Mathematics or Science Elective	3
OST 2825C	Document Design	3
Total Term Semester Hours		15
Total Program Semester Hours		63

*Requires a pre- or co-requisite. See course description in this catalog or online.

#Elective-select from BUL, CGS, GEB, MAN, MNA, OST, ACG, GRA, or SPC courses.

It is strongly recommended that students see an academic advisor or counselor every term.

Medical Office Management Technical Certificate Major Code 6281**Program Description**

This Medical Office Management technical certificate, offered at the North and Judson A. Samuels South Campus, is designed to prepare students for employment in occupations such as: medical assistant referrals, medical posting clerk, medical receptionist, medical records, medical secretary, medical transcription office assistant, or to provide supplemental training for persons previously or currently employed in these occupations.

First Year Term I

OST 1100L	Keyboarding and Document Processing	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
CGS 1100	Introduction to Computer Applications	3
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing I	3
OST 2335	Communications in the Workforce	3

OST 2764	Information/Word Processing Application	3
OST 2601	Transcribing Machines	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

OST 2464C	Medical Computer Operations	3
Total Term Semester Hour		3
Total Program Semester Hours		33

*Requires a pre or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that you see an academic advisor or the program manager every term.

Office Management Technical Certificate Major Code 6237**Program Description**

This Office Management technical certificate, offered at the North and Judson A. Samuels South Campus, is designed to provide the necessary skills for students who plan to seek employment in an office position such as a file clerk, clerk typist, general office clerk, receptionist, or transcription machines operator. This certificate will articulate into the Office Management Associate in Applied Science degree.

First Year Term I

CGS 1100	Introduction to Computer Applications	3
OST 1100L	Keyboarding and Document Processing I	3
*OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1

OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 2764	Information Word Process Applications	3
Total Term Semester Hours		15

First Year Term II

OST 1355	Records Management	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
OST 2601	Transcribing Machines	3
Total Term Semester Hours		15
Total Certificate Semester Hours		27

*Requires a pre or co-requisite or proper score on placement test. See course description in this catalog or online.
It is strongly recommended that students see an academic advisor or counselor every term.

Office Specialist Technical Certificate Major Code 6280**Program Description**

This technical certificate, offered at the North and Judson A. Samuels South Campus, is designed to prepare students for employment in occupations such as: general office assistant, clerical service specialist, file room technician, office clerk, receptionist, records management specialist, or to provide supplemental training for persons previously or currently employed in these occupations.

Certificate Course requirements

OST 1100L	Keyboarding and Document Processing I	3
*OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
CGS 1100	Microcomputer Applications	3
OST 1355	Records Management	3
OST 2335	Communications in the Workplace	3
Total Program Semester Hours		18

*Requires a pre or co-requisite or proper score on placement test. See course descriptions in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Office Support Technical Certificate Major Code 6279**Program Description**

This technical certificate, offered at the North and Judson A. Samuels South Campus, is designed to prepare students for employment in occupations such as: office assistant, data entry specialist/clerk, receptionist, information clerk, support clerk, or to provide supplemental training for persons previously or currently employed in these occupations

Certificate Course Requirements

OST 1100L	Keyboarding and Document Processing I	3
OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
CGS 1100	Microcomputer Applications	3
Total Program Semester Hours		12

*Require a pre or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

PHYSICAL THERAPIST ASSISTANT PROGRAM
Associate in Science Major Code 2153
PHYSICAL THERAPIST ASSISTANT (Manual Techniques)
Advanced Technical Certificate 4280

Physical Therapist Assistant Program Associate in Science Major Code 2153

Program Description

The Physical Therapist Assistant Program is delivered to students at BCC and Edison Community College via distance learning technology. Lectures are broadcast in real time so that all sites participate in lecture classes together. The individual sites manage lab sessions. The clinical education component of the program is managed by the Academic Coordinator of Clinical Education at the Broward site. The program provides the student with the opportunity to develop technical skills relative to physical therapy through planned clinical, classroom and laboratory experiences. The graduate will be prepared to provide a variety of services under the direction and guidance of a supervising physical therapist. The program is a full-time day program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). A licensing examination is required upon completion of the two-year program and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

Applicants should call (954) 201-2095 for additional information. The program is offered at Health Sciences, North Campus.

Criteria for Admission to the Physical Therapist Assistant-Associate in Science:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Applicants must complete the Pre-Health Science Core requirements prior to the start of the PHT courses in Term I, August: Health Careers Core (HCP 0130); Basic Life Support (CAE 0299), HIV/AIDS (CAE 0382); Domestic Violence (CAE 0474); and TB/OSHA/HEPATITIS (CAE 0476) – **Total Clock hours 95.**

Requirements for the Physical Therapist Assistant Associate in Science:

- Complete a minimum of 74 semester hours of credit and a degree grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher:

First Year Summer Term Session 2 and 3

BSC 1005	General Biology	3
ENC 1101	College Composition	3
CGS 1061C	Computer Concepts	1
BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
Total Term Semester Hours		11

First Year Term I

PHT 1010	Physical Principles for PTA	1
PHT 1200	Introduction to Physical Therapy	3
PHT 1200L	Introduction to Physical Therapy Lab	1
*PHT 1103	Anatomy for the PTA	3
*PHT 1103L	Anatomy for the PTA Lab	1
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*PHT 1300	Survey of Pathological Deficits	4
Total Term Semester Hours		17

Term II

HSC 1531	Medical Terminology	3
*PHT 1211	Disabilities and Therapeutic Procedures I	2
*PHT 1211L	Disabilities and Therapeutic Procedures I Lab	2
*PHT 1350	Basic Pharmacology	1
*PHT 2224	Disabilities and Therapeutic Procedures II	3
*PHT 2224L	Disabilities and Therapeutic Procedures II Lab	2
MAT 0024	Elementary Algebra and Lab	0
Total Term Semester Hours		13

#Term III, Session II

*PHT 1801L	Clinical Practicum I	2
PHT 1020	Therapeutic Communication for PTA	2
Total Term Semester Hours		4

Second Year Term I

*PHT 2810L	Clinical Practicum II	6
*PHT 2162	Survey of Neurological Deficits	4
*PHT 2120	Applied Kinesiology	2
*PHT 2120L	Applied Kinesiology Lab	1
PSY 2012	General Psychology	3
Total Term Semester Hours		16

Second Year Term II

*PHT 2704	Rehabilitative Procedures	2
*PHT 2704L	Rehabilitative Procedures Lab	1
*PHT 2820L	Clinical Practicum III	5
*PHT 2931	Transition Seminar	2
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		13
Total Program Semester Hours		74

#Students may take Certified Personal Trainer Course during Summer Term, Session 3.

*Requires a pre- or co- requisite. See course description in this catalog or online.
 Successful completion of the Physical Therapist Assistant Program will satisfy the SACS Oral Communication Standard.

Physical Therapist Assistant (Manual Techniques) Advanced Technical Certificate
Major Code 4280

Program Description

The advanced technical certificate (ATC), offered at North Campus, is designed for the graduate Physical Therapist Assistant (PTA) who wishes to obtain licensure as a massage therapist. Dual licensure typically enhances employability in terms of meeting the health care needs of the community.

The certificate program provides greater knowledge in the science of soft tissue mobilization as it relates to the provision of quality therapeutic interventions and promoting patient wellness. Graduates of the certificate program are eligible to sit for the national certification examination through the National Certification Board for Therapeutic Massage and Bodywork, and upon satisfactory achievement, become licensed Massage Therapists.

The Massage Therapist is an educated health care provider who performs a variety of manual techniques designed to promote stress relief and relaxation, relieve pain and swelling of various anatomical areas, prevent postural deformity and promote functional activities.

This program is offered at Health Sciences, North Campus.

Certificate Courses

PHT 2203	Manual Techniques I	3
PHT 2203L	Clinical Practicum in Manual Techniques I	2
PHT 2204	Manual Techniques II	3
PHT 2204L	Clinical Practicum in Manual Techniques II	2
Total Term Semester Hours		10
Total Program Semester Hours		10

All applicants to the Advanced Technical Certificate (ATC) in Manual Techniques for the PT Assistant must have an Associate of Science degree in Physical Therapist Assisting.

RADIATION THERAPY PROGRAM
Associate in Science Major Code 2159
RADIATION THERAPY SPECIALIST
Technical Certificate Major Code 6228

Program Description

The Radiation Therapy Programs prepares individuals to assist the Radiation Oncologist with the management, control and care of patients receiving radiation therapy. Clinical education is done in Broward and Palm Beach County hospitals and clinics.

Radiation Therapist Specialist-Technical Certificate Track:

The Radiation Therapist Specialist College Credit Technical Certificate program prepares the Radiologic Technologist (A.R.R.T.) to assist the Radiation Oncologist. Upon completion of this 12 month full-time day program the student will be eligible to take the American Registry of Radiologic Technologists Radiation Therapy Examination. All courses are taught at Broward Community College, North Campus.

Applicants should call (954) 201-2352 for additional information. The program is offered at Health Sciences, North.

Criteria for Admission to the Radiation Therapy Specialist-Technical Certificate Program:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Minimum 2.0 degree GPA.
- **APPLICANTS MUST HAVE COMPLETED AN ACCREDITED RADIOGRAPHY PROGRAM.**
- All applicants must complete MAT 1033 Intermediate Algebra or MTB 1310 Applied Mathematics or higher, with a grade of "C" or higher or appropriate placement scores.

Requirements for Radiation Therapy Specialist-Technical Certificate Program:

(For Radiologic Technologists)

- Complete 43 semester credit hours with a GPA of 2.0 or higher.
- Complete all certificate courses with a grade of "C" or higher.

Radiation Therapy Specialist Technical Certificate Major Code 6228

Pre-requisite Courses

*MAT 1033	Intermediate Algebra or	
*MTB 1310	Applied Mathematics	3
Total Semester Hours		3

First Year Term I

*RAT 1001	Introduction to Radiation Therapy	3
*RAT 2021	Principles of Radiation Therapy I	3
*RAT 2617	Introduction to Radiation Therapy	
	Physics I	3
*RAT 2023	Oncology	3
*RAT 2814	Clinic Education II	3
*RAT 2240	Radiation Pathology	3
Total Term Semester Hours		18

First Year Term II

*RAT 2022	Principles of Radiation Therapy II	3
*RAT 2618	Physics II	3
*RAT 2241	Radiobiology	2
*RAT 2824	Clinic Education III	3
*RAT 2657	Quality Assurance and Pharm.	3
Total Term Semester Hours		14

First Year Term III

*RAT 2619	Dosimetry and Computer Treatment	
	Planning	2
*RAT 2619L	Dosimetry and Computer Treatment	
	Planning Lab	1
*RAT 2834	Clinic Education IV	5
Total Term Semester Hours		8
Total Program Semester Hours		43

*Requires a pre- or co-requisite. See course description in this catalog or online.

RADIATION THERAPY

Associate in Science Major Code 2159

Program Description

This Associate in Science degree program is a two- year program. APPLICANTS SHALL COMPLETE THE FIRST YEAR GENERAL EDUCATION COURSE REQUIREMENTS PRIOR TO THE ADMISSION TO THE SECOND YEAR OF THE PROGRAM. Admission to the Second Year will be limited to the availability of clinical placements. Upon completion of this degree program, the student will be eligible to take the American Registry of Radiologic Technologists Radiation Therapy Examination.

Applicants should call (954) 201-2352 for additional information. The program is offered at Health Sciences, North.

Criteria for Admission to Radiation Therapy - Associate in Science Degree:

- Applicants must fulfill the general requirements for admission to Health Science Programs. See page 32.
- Complete eight (8) hours of clinical observation in a local facility with a Radiation Therapy Department.
- A minimum 2.0 degree GPA.
- Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474 and CAE 0476) prior to admission to the program.
- Applicants must complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application. See list of courses below.

Requirements for Associate in Science in Radiation Therapy Technology:

- Complete 77 hours of credit with a degree grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher in all degree courses:

Pre-requisite Courses

*ENC 1101	Composition I	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*MAT 1033	Intermediate Algebra or	
*MTB 1310	Applied Mathematics	3
Total Term Semester Hours		10

First Year Term I

RAT 1001	Introduction to Radiation Therapy	3
RAT 1614	Introduction to Radiation Therapy	
	Physics	3
	Humanities	3
*CGS 1100	Computer Applications	3
Total Term Semester Hours		12

First Year Term II

*RAT 1111	Radiographic Process	2
*RAT 1111L	Radiographic Process Lab	1
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Elective	Social/Behavioral Science	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*RAT 1021C	Clinical Instrumentation	2
Total Term Semester Hours		15

First Year Term III

*RAT 1804	Clinic Education I	3
Total Term Semester Hours		3

Second Year Term I

RAT 2240	Radiation Pathology	3
RAT 2021	Principles of Radiation Therapy I	3
*RAT 2617	Advanced Physics I	3
*RAT 2023	Oncology	3
*RAT 2814	Clinic Education II	3
Total Term Semester Hours		15

Second Year Term II

*RAT 2022	Principles of Radiation Therapy II	3
*RAT 2618	Advanced Physics II	3
*RAT 2241	Radiobiology	2
*RAT 2824	Clinic Education III	3
*RAT 2657	Quality Assurance and Pharm.	3
Total Term Semester Hours		14

Second Year Term III

*RAT 2619	Dosimetry and Computer Treatment	
	Planning	2
*RAT 2619L	Dosimetry and Computer Treatment	
	Planning Lab	1
*RAT 2834	Clinic Education IV	5
Total Term Semester Hours		8
Total Program Semester Hours		77

*Requires a pre- or co-requisite or proper score on placement test.. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

RADIOGRAPHY
Radiography Associate in Applied Science Major Code A025
Hospital Based Radiography Associate in Applied Science Major Code A026

Program Description

The Radiographer assists Radiologists and other Physicians by operating X-ray equipment and preparing patients for diagnostic X-rays. He/she takes radiographs of internal parts of the body to seek evidence of disease or injury or to provide other significant medical information. The Radiographer adjusts X-ray equipment, positions the patient and determines proper voltage, current and exposure time for each radiograph. The Radiographer may also process X-ray film, perform radiographs in surgery, and perform other tasks as assigned.

All radiography classes are taught in the Center for Health Science Education located on A. Hugh Adams Central Campus in Davie. Clinical practice the program is performed in local hospitals. The clinical component includes some evenings in the second year and 35 hours per week during the second summer session. Individuals will be eligible to write the exam of the American Registry of Radiologic Technologists and become certified by the State of Florida as a CRT (advanced) upon completion of the program. Call (954) 201-6917 for specific information. Radiologic Technology applicants who have criminal convictions must clear all ethics requirements by filing a Pre-application Review of Eligibility Form with the American Registry of Radiologic Technologists to avoid potential delays when applying to write the Certifying Exam. Applicants can contact the American Registry of Radiologic Technologists by telephoning the Ethics Department at the ARRT Office at (651) 687-0048.

Criteria for Admission to the Radiography Program Associate in Applied Science Degree

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Complete 8 hours of technical standards observation in a local hospital.
- Students must have a minimum 2.0 degree GPA.
- Applicants must complete Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.
- Applicants must complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application. See list of courses below.

Requirements for Associate in Applied Science Degree in Radiography

- Complete 77 semester credit hours (as listed) with a degree GPA of 2.0 or higher.
- No grade lower than a "C" in all degree courses.

Radiography Associate in Applied Science Major Code A025

Pre-requisite Courses

*ENC 1101	Composition I	3
HSC 1531	Medical Terminology	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Total Semester Hours		13

First Year Term I

*RTE 1503	Radiographic Anatomy and Positioning I	3
*RTE 1503L	Radiographic Anatomy and Positioning Lab	1
*RTE 1000	Introduction to Radiologic Tech.	3
*RTE 1111	Nursing Procedures	2
*RTE 1804	Clinical Education I	2
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		14

First Year Term II

*RTE 1513	Radiographic Anatomy and Positioning II	3
*RTE 1513L	Radiographic Anatomy and Positioning II Lab	1
*RTE 1418	Principles of Imaging I	2
*RTE 1418L	Principles of Imaging I Lab	1

*RTE 1613	Physics I	2
*RTE 1814	Clinical Education II	2
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
Total Term Semester Hours		15

First Year Term III

*RTE 1932C	Special topics	1
*RTE 1824	Clinical Education III	2
Total Term Semester Hours		3

Second Year Term I

*RTE 2523	Radiation Anatomy and Positioning III	3
*RTE 2523L	Radiation Anatomy and Positioning III Lab	1
*RTE 2782	Radiation Pathology	2
*RTE 2834	Clinical Education IV	3
*RTE 2623	Radiographic Equipment	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Total Term Semester Hours		15

Second Year Term II

CGS 1061C	Computer Concepts	1
*RTE 2385	Radiation Biology	2
*RTE 2844	Clinical Education V	3
*RTE 2457	Imaging II	2

*RTE 2457L	Imaging II Lab	1
Elective	Social/Behavioral Science	3
*RTE 2573	Survey of Imaging Modalities	1
*RTE 2473	Radiographic Quality Assurance	2
Total Term Semester Hours		15

Second Year Term III, Session II and III		
*RTE 2854	Clinical Education VI	1
*RTE 1561	Non-Routine Procedures	1
Total Term Semester Hours		2
Total Program Semester Hours		77

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

Hospital Based Radiography Associate in Applied Science Degree Major Code A026

Program Description

Broward Community College provides a means for graduates of accredited hospital based two year programs who are currently registered Radiologic Technologists, Nuclear Medicine Technologists, Radiation Therapy Technologists and Diagnostic Medical Sonographers to pursue an Associate in Applied Science degree. To qualify, the applicant must submit a copy of their A>R>R>T> or A>R>D>M>S> certificates plus a transcript from the program attended to the Experiential Learning Office. Applicants should call (954) 201-8889 for additional information.

The general education courses in this degree are offered at all BCC locations.

Criteria for Admission to the Associate in Applied Science Degree for Hospital Based Radiography Graduates

- Applicants must fulfill the requirements to Health Science Programs. See page.
- Submit an Experiential Learning Application for previous training or experience. This form can be obtained in the Medical Imaging department head office located on A. Hugh Adams Central Campus, building 8. Applicants who meet the requirements will be awarded 48 college credits.
- Attach to the Experiential learning application transcripts from hospital based training program.
- Students must have satisfactorily completed all college preparatory courses.

Requirements for the Associate in Applied Science Degree for Hospital Based Radiography Graduates

- Completion of a minimum of 77 credits hours of credit which includes 48 semester hours of credit for previous training or experience with a degree GPA of 2.0 or higher.
- Complete the following course with a grade of "C" or higher in all degree courses:

HSC 1531	Medical Terminology	3
*ENC1101	Composition I	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Elective	Social/Behavioral Science	3
SPC 1600	Public Speaking or	
SPC 1024	Intro. to Speech Communication	3
Elective	Humanities/Fine Arts	3

CGS 1100	Introduction to Computer Application	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
Experiential Learning Credits		48
Total Program Semester hours		77

*Requires a pre- or co-requisite. See course description in this catalog or online.

RECREATION TECHNOLOGY **Associate in Science Major Code 2191**

Program Description

The Recreation Technology Program, offered on A. Hugh Adams Central Campus, leads to an Associate in Science degree. It is designed for individuals seeking employment or advancements in the recreation field.

REQUIRED COURSES MAY BE TAKEN
IN ANY ORDER.

First Year Term

*ENC 1101	Composition I	3
LEI 1000	Introduction to Recreation	3
HSC 2400	First Aid	3
PET 1303	Foundations of Exercise Science	3
PEO 1031C	Individual Sports and Activities	2
#Elective	Activity Course	1
Total Semester Hours		15

First Year Term II

SOP 2002	Social Psychology or	
SYG 2000	Introduction to Sociology	3
HSC 2100	Personal and Community Health	3
HLP 1081	Health Fitness	2
PEO 1011C	Team Sports and Activities	2
LEI 1700	Recreation for Special Groups	3
PEL 1041C	Recreation Activities	2
Total Semester Hours		15

First Year Term III

EVR 1009	Environmental Science	3
#Elective	Activity Course	1
Total Semester Hours		4

Second Year Term I

SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
CGS 1061C	Computer Concepts	1
MNA 2345	Principles of Supervision	3
LEI 2401	Recreation Management	3
LEI 1260	Outdoor Recreation	3
LEI 2731C	Recreation Therapy	2
Total Semester Hours		15

Second Year Term II

Humanities/Fine Arts Elective		3
HFT 2600	Hospitality Law	3
HFT 1700	Introduction to Tourism Industries	
	Administration	3
LEI 2604	Recreation Technology and Equipment	3
HLP 2949	Co-op Work Experience	3
Total Semester Hours		15
Total Program Semester Hours		64

Note: Students are required to complete College Prep Math.

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Examples: Swimming, Sailing, Windsurfing, Golf, Archery, or Tennis.

It is strongly recommended that students see an academic advisor or counselor every term.

RESPIRATORY CARE Associate in Science 2132

Program Description

Respiratory Care is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation for Respiratory Care (CoARC). The degree satisfies the requirements established by the National Board For Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

Applicants should call (954) 201-2082 for additional information. The program is offered at Health Sciences, North.

Criteria for Admission to the Respiratory Care-Associate in Science Degree:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Completion of the courses listed as pre-requisites for admission to the Respiratory Care Program with grades of "C" or higher. **Students who have not completed the pre-requisite courses may be admitted into the Respiratory Care courses on a probationary basis, if space is available. The student still is required to complete the pre-requisite courses.** For approval to enter, the student should contact the department head.
- Students must have a 2.0 degree GPA.
- Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Associate in Science Degree in Respiratory Care:

- Completion of 76 semester hours of credit and a 2.0 degree GPA.
- No grade lower than a "C" will be acceptable in any degree related course.

Pre-requisite Courses

*ENC 1101	Composition I	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*CHM 1033	Chemistry for Health Sciences	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Total Term Semester Hours		13

First Year Term I

RET 1026	Respiratory Care Equipment	3
*RET 1026L	Respiratory Care Equip. Lab	1
*RET 1485	Respiratory A and P	3
HSC 1531	Medical Terminology	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
Total Term Semester Hours		14

First Year Term II

*RET 1264	Mechanical Ventilation	3
*RET 1264L	Mechanical Ventilation Lab	1
RET 1484	Cardiopulmonary Pathophys.	3
*RET 1832L	Clinic I	3
CPT 1200	Cardiopulmonary Pharmacology	3
Total Term Semester Hours		13

First Year Term III

CGS 1061C	Computer Concepts	1
*RET 2418	Cardiopulmonary Diagnostics	2
*RET 1833L	Clinic II	3
Total Term Semester Hours		6

Second Year Term I

*RET 2834L	Clinic III	3
*RET 2503	Adv. Cardiopulmonary Pathophys	2
*RET 2714	Pediatric & Neonatal Resp Care	3
*RET 2414	Pulmonary Function	1
*RET 2414L	Pulmonary Function Lab	1
*MCB 2013	Microbiology	3
*MCB 2013L	Microbiology Lab	1
*RET 2934	Selected Topics in Respiratory Care	1
Total Term Semester Hours.		15

Second Year Term II

*RET 2835L	Clinic IV	3
*RET 2286	Manage. of the Intensive Care Patient	2
*RET 2601	Respiratory Care Management	1
Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Total Term Semester Hours		15
Total Program Semester Hours		76

*Requires a pre- or co-requisite or proper scores on placement test. See course description in this catalog or online

RESTAURANT MANAGEMENT **Associate in Applied Science A027**

Program Description

The Restaurant Management Associate in Applied Science degree, offered at A. Hugh Adams Central Campus, emphasizes the development of management skills needed in the food service industry. Food preparation classes and labs are taught in the area technical schools (see note below). The general education requirements develop students' abilities in communications and interpersonal skills. Through the use of practicums graduates will have a working knowledge of industry practices leading to strong employability.

For further information, please contact the Program Manager at (954) 201-6710.

First Year Term I

#FOS 2201	Food Service Sanitation and Safety	3
#FSS 1221C	Volume Foods	3
#FSS 1240	Classical Cuisine	3
#FSS 1284	Catering	3
#FSS 2242	International Cuisine	3
Total Term Semester Hours		15

Second Year Term I

*ENC 1101	Composition I	3
HFT 1210	Supervisory Development	3
HFT 2500	Marketing	3
HFT 1941	Operations and Service Practicum	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2600	Hospitality Law	3
SPC 1024	Introduction to Speech Communication	3
HFT 2220	Organization and Personnel Management	3
CGS 1100	Introduction to Computer Applications	3
Total Term Semester Hours		15

Second Year Term II

HFT 2942	Management and Control Practicum	3
HFT 2460	Financial Management	3
FSS 2500	Food Service Costing and Controls	3
+Elective		1
MNA 1161	Introduction to Customer Service	3
Total Term Semester Hours		13
Total Program Semester Hours		64

First Year Term III

Elective	Humanities/Fine Arts	3
*Elective	Math or Science	3
Total Term Semester Hours		6

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#These five courses are offered only at Atlantic, McFatter and Sheridan Vocational Centers in the 18-week block that starts either at the end of August or January.

+Business Ethics or any other one-credit elective

It is strongly recommended that students see an academic advisor or counselor every term.



TELECOMMUNICATIONS ENGINEERING TECHNOLOGY
Associate in Applied Science Major Code A028

Program Description

The Telecommunications Engineering Technology Associate in Applied Science degree, offered at the North Campus, prepares students for employment in the rapidly growing telecommunications field. Telecommunications technicians are professionals responsible for installing, calibrating, maintaining and repairing equipment used in fiber optics, cellular networks, cable TV, telephone switching systems, and digital data communications and transmission. Graduates may also be employed in sales, marketing and management in the telecommunications field.

First Year Term I

CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
*EET 1015C	DC Circuits	5
Total Term Semester Hours		14

First Year Term II

*EET 1141C	Linear Techniques I	5
*EET 1025C	AC Circuits	5
*ENC 1101	Composition I	3
Total Term Semester Hours		13

First Year Term III

*CET 1317C	Technical Computer Applications	3
*CET 1123C	Microprocessors I	4
Total Term Semester Hours		7

Second Year Term I

*CET 2131C	Microprocessors II	4
*EET 2355C	Data Communications	3
*EET 2142C	Linear Techniques II	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		14

Second Year Term II

*EET 2326C	Electronic Communications	4
*EST 2224C	Fiber Optic Communications	3
*EET 2358C	Advanced Communication Tech.	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Intro to Public Speaking	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		16
Total Program Semester Hours		64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

These requirements apply to students who enroll in Broward Community College for the first time in academic year 2004-2005.

Students who complete the degree requirements shown on the program sheet will have satisfied the speech requirements for this program.

It is strongly recommended that students see an academic advisor or counselor every term

TRAVEL AND TOURISM INDUSTRY MANAGEMENT
Travel and Tourism Industry Management Associate in Applied Science Major Code A029
Travel and Tourism Industry Management Associate in Science Major Code 2142

Program Description

The Travel and Tourism Industry Management Associate degrees, offered at A. Hugh Adams Central Campus, emphasizes the development of management skills needed in the travel/tourism industry. The general education requirements of the program develop students' abilities in communications and interpersonal skills. The use of practicum work experience provides graduates with knowledge of industry practices, which increases their value to employers.

For more information, please contact the Program Manager at (954) 201-6710.

Travel and Tourism Industry Management Associate in Applied Science Major Code A029

First Year Term I

*ENC 1101	Composition I	3
HFT 1210	Supervisory Development	3
HFT 1700	Introduction to Tourism Industry and Administration	3
MTB 1103	Business Mathematics	3
GEA 2000	World Geography	3

Total Term Semester Hours 15

Second Year Term I

SPC 1024	Introduction to Speech Communication	3
MKA 1021	Salesmanship	3
HFT 1941	Operations and Service Practicum	3
HFT 2500	Marketing	3
#Elective		3

Total Term Semester Hours 15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2220	Organization and Personnel Management	3
HFT 2721	Travel Agency Management/Operations	3
Elective	Mathematics or Science	3
HFT 2600	Hospitality Law	3

Total Term Semester Hours 15

Second Year Term II

CGS 1100	Introduction to Computer Applications	3
HFT 2730	Tour Packaging	3
HFT 2511	Convention and Group Business Marketing Management	3
HFT 2942	Management and Control Practicum	3
MNA 1161	Introduction to Customer Service	3

Total Term Semester Hours 15
Total Program Semester Hours 64

First Year Term III

Elective	Humanities/Fine Arts	3
#Elective		1

Total Term Semester Hours 4

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#Business Ethics or any other one-credit elective.

#Electives to be determined in consultation with the program advisor.

It is strongly recommended that students see an academic advisor or counselor every term.

Travel and Tourism Industry Management Associate in Science Program Major 2142

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute Mathematics or Science Elective requirement in the Associate in Applied Science degree with a college-level, transferable mathematics or science course and ENC 1102 Composition in place of the 3 credit elective.

VISION CARE TECHNOLOGY PROGRAMS
Ophthalmic Technology Associate in Applied Science Major Code A030
Associate in Science Major Code 21892
Opticianry Associate in Applied Science Major Code A031
Associate in Science – Major Code 21891

Program Description

The Associate Degree Programs in Vision Care Technology provides the student with the opportunity to develop competency in skills relative to caring for a patient's eyes. There are two tracts that a student may choose: Optician and Ophthalmic Technician. An Optician plays a vital role in the fitting and adapting of corrective lenses and other optical devices to aid people's vision and correct ocular deficiencies. To accomplish this, the optician must use scientific and clinical procedures and apply learned skills to correctly produce and fit quality eyewear and contact lenses. The curriculum has been designed to train the student in the laboratory techniques of measuring, grinding, fitting, and adapting to eyewear. An Ophthalmic Technician works with a Doctor of Ophthalmology in caring for the health of the patient's eyes. The technician is responsible for performing many different tests that enable the doctor to diagnose and treat visual and ocular medical problems. The duties include assessing acuity, binocular function, color vision, depth perception, and internal ocular pressure. Technicians also perform ophthalmic photography, visual field testing, ocular ultrasound, refractions, and other tasks as assigned.

Applicants should call (954) 201-2017 for additional information. The program is offered at Health Sciences, North.

Criteria for Admission to the Ophthalmic Technology Program and the Opticianry Program:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- A minimum 2.0 degree or high school GPA.
- Applicants must complete the Pre-Health Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Associate in Applied Science in Ophthalmic Technology Major Code A030:

- Complete a minimum of 72 semester hours of credit and a degree grade point average of 2.0 or higher
- No grade lower than "C" will be acceptable in any course required for the degree.

Ophthalmic Technology Associate in Applied Science Major Code A030

First Year Term I

OPT 1210	A and P of the Eye	3	SPC 1600	Public Speaking or	
OPT 1110	Physical and Geometric Optics	3	SPC 1024	Intro to Speech Communication	3
OPT 1110L	Physical and Geometric Optics Lab	1	Total Semester Credits		13
OPT 1330	Orientation to Vision Care	2	Second Year Term I		
*ENC 1101	Composition I	3	*OPT 2350	Advanced Clinical Procedures I	1
*MTB 1310	Applied Mathematics or		*OPT 2801L	Vision Care Clinic II	3
*MTB1033	Intermediate Algebra	3	*OPT 2940	Ophthalmic Medical Practicum I	4
Total Semester Hours		15	*OPT 2222	Ocular Pathology and Pharmacology I	2
			Elective	Social/Behavioral Science	3
			Total Semester Hours		13

First Year Term II

*OPT 1150	Ophthalmic Lenses	2	Second Year Term II		
*OPT 1150L	Ophthalmic Lenses Lab	2	*OPT 2351	Advanced Clinical Procedures II	2
*OPT 2375	Refractometry	2	*OPT 2802	Vision Care Clinic III	3
*OPT 2879	Refractometry Practicum	2	*OPT 2941	Ophthalmic Medical Practicum II	5
*OPT 2090	Orientation to Vision Care Clinic	1	*OPT 2223	Ocular Pathology and Pharmacology II	2
CGS 1100	Intro. To Computer Applications	3	Total Semester Hours		12
Elective	Humanities/Fine Arts	3			
Total Semester Hours		15			

First Year Term III, Session II and III

*OPT 1450	Ophthalmic Dispensing Proc.	2	Term III, Session II and Session III		
*OPT 1450L	Ophthalmic Dispensing Lab	2	OPT 2287	Ophthalmic Med. Practicum III	4
*OPT 2500	Contact Lens Theory	2	Total Semester Hours		4
*OPT 2500L	Contact Lens Theory Lab	2	Total Program Semester Hours		72
*OPT 2800L	Vision Care Clinic I	2	*Requires a pre- or co-requisite. See course description in this catalog or online.		

Requirements for the Associate in Science in Ophthalmic Technology Major Code 21892:

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with the MAC 1105 College Algebra or higher level mathematics course or any College Level Science Course.

Requirements for the Associate in Applied Science in Opticianry Major Code A031:

- Completion of a minimum of 72 semester hours of credit and a degree GPA of 2.0 or higher.
- No grade lower than "C" will be acceptable in any course required for the degree.

Opticianry Associate in Applied Science Major Code A031**First Year Term I**

OPT 1210	A and P of the Eye	3
OPT 1110	Physical and Geometric Optics	3
OPT 1110L	Physical and Geometric Optics Lab	1
OPT 1330	Orientation to Vision Care	2
*ENC 1101	Composition I	3
*MTB 1310	Applied Mathematics or	
*MAT1033	Intermediate Algebra	3

Total Semester Hours 15

First Year Term II

*OPT 1150	Ophthalmic Lenses	2
*OPT 1150L	Ophthalmic Lenses Lab	2
*OPT 2090	Orientation to Vision Care Clinic	1
*OPT 2375	Refractometry	2
OPT 2879	Refractometry Practicum	2
CGS 1100	Introduction to Computer Applications	3
Elective	Humanities/Fine Arts	3

Total Semester Hours 15

Term III, Session II and Session III

*OPT 1450	Ophthalmic Dispensing Procedures	2
*OPT 1450L	Ophthalmic Dispensing Procedures Lab	2
*OPT 2500	Contact Lens Theory	2
*OPT 2500L	Contact Lens Theory Lab	2
*OPT 2800L	Vision Care Clinic I	2
SPC 1600	Public Speaking or	
SPC 1024	Introduction to Speech Communication	3

Total Semester Hours 13

Second Year Term I

*OPT 2420	Eyewear Fabrication I	1
*OPT 2420L	Eyewear Fabrication I Lab	2
*OPT 2830L	Contact Lens Clinic I	3
*OPT 2460	Ophthalmic Dispensing Clinic I	2
*OPT 2875	Ophthalmic Dispensing Practicum I	3
Elective	Social/Behavioral Science	3

Total Semester Hours 14

Second Year Term II

*OPT 2421	Eyewear Fabrication II	1
*OPT 2421L	Eyewear Fabrication II Lab	3
*OPT 2831L	Contact Lens Clinic II	2
*OPT 2461	Ophthalmic Dispensing Clinic II	3
*OPT 2876	Ophthalmic Dispensing Practicum II	3
*OPT 2060	Ophthalmic Management and Practice	3

Total Semester Hours 15

Total Program Semester Hours 72

*Requires a pre- or co-requisite. See course description in this catalog or online.

Completion of the above listed courses qualifies the student as a candidate for the American Board of Opticians Certification Examination (ABOC), the National Contact Lens Examiners Registration Exam (NCLE).

Requirements for the Associate in Science Degree in Opticianry Major Code 21891

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with MAC 1105 College Algebra or higher level mathematics course or any college level science course.

Course Information

Florida Statewide Course Numbering System

Course Descriptions Index

Course Descriptions

FLORIDA STATEWIDE COURSE NUMBERING SYSTEM

Courses in this Catalog are identified by prefixes and numbers that are assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Members of the statewide faculty discipline committees assign the course prefixes and the last three digits of the course numbers.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy". Descriptions of the content of course are referred to as "course equivalency profiles."

Transfer of any successfully completed course from one participating regionally accredited postsecondary institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology	Freshman Level At this institution	Entry-Level General	Survey Course	Social Problems	No laboratory component this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and the same last three digits of the course number and are guaranteed to be transferable between participating regionally accredited postsecondary institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, 31 different postsecondary institutions offer a social problems survey course. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General", the century digit "0" represents "Entry-Level General Sociology", the decade digit "1" represents "Survey Course", and the unit digit "0" represents "Social Problems".

In science and other areas, "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of the course. The course has the same prefix and course number (without the L) as the lecture course, which meets at a different time or place.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19) Florida Administrative Code, reads:

"When a student transfers among regionally accredited postsecondary institutions that participate in the common course designation and numbering systems, the receiving institution shall award credit

for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students."

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

1. Courses in the 900 - 999 series (i.e., ART 2905
2. Internships, practica, clinical experiences, and study abroad courses
3. Performance or studio courses in Art, Dance, Theatre, and Music.
4. Skills courses in Criminal Justice
5. Graduate courses
6. College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Statewide Course Numbering System Coordinator in the Registrar's Office of Broward Community College or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

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Course Descriptions

ACG1003 ACCOUNTING SURVEY (3)

Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACG2001, Principles of Accounting I. Supplementary review and practice in applying accounting principles is available through usage of computer assisted instructional software. Prerequisite: MTB1103, suggested. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

ACG2001 PRINCIPLES OF ACCOUNTING I (3)

This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2011, Principles of Accounting II. A grade of less than "C" is not transferable to upper division. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ACG2011 PRINCIPLES OF ACCOUNTING II (3)

As the second course of the series, this course concludes the study of financial accounting and introduces manufacturing and managerial accounting concepts and procedures. Topics covered include plant assets, accounting for equity rights, cash flow statement, financial statement analysis, cost concepts and job order costing. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2071, Managerial Accounting. A grade of less than "C" is not transferable to upper division. Prerequisite: ACG2001 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ACG2071 MANAGERIAL ACCOUNTING (3)

As the last course of the series, this course concludes the study of manufacturing accounting and managerial accounting. Topics covered include the process cost system, cost behavior, cost-volume-profit analyses, budgeting, profit analysis, responsibility accounting, differential analysis capital investment analysis, quantitative techniques for inventory control, and decision-making under uncertainty. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in higher level courses. A grade of less than "C" is not transferable to upper division. Prerequisite: ACG2011 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ACG2100 INTERMEDIATE ACCOUNTING I (3)

This course provides a systematic and in-depth study of the financial statements and underlying records. Special attention is given to the elements composing working capital, investments, and plants assets. Advisement Note: Students achieving less than a grade of "C" in ACG2011, Principles of Accounting II, may experience academic difficulty in this course. Prerequisite: ACG2011 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ACG2110 INTERMEDIATE ACCOUNTING II (3)

As the second course of the series, this course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting. Advisement Note: Students achieving less than a grade of "C" in ACG2100, Intermediate Accounting I, may experience academic difficulty in the course. Offered Term I, Central Campus. Prerequisite: ACG2100 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ACG2360 COST ACCOUNTING (3)

A study of the relationship of cost accounting to the control and decision-making functions of management. A review of accounting for costs precedes a detailed consideration of product costing for both job order and process cost systems. Advisement Note: Students achieving less than a grade of "C" in ACG2071 may experience academic difficulty in this course. Prerequisite: ACG2071 Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

ACG2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval. Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER1010 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (3)

A course designed to introduce the field of Automotive Service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. An introduction to the major automobile systems and instruction in minor service procedures are provided. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER1111 AUTOMOTIVE ENGINE REPAIR (3)

A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis; engine removal; engine disassembly; engine rebuilding; piston, pin and rod service; engine assembly; engine installation; valve adjustment; tune ups; and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER1300 ELECTRICAL SYSTEMS (4)

A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used. Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER1310 ELECTRONICS (3)

A course designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2112 ADVANCED ENGINE PERFORMANCE (3)

A course designed to teach the latest in computer engine controls, electronic fuel injection systems, emission controls and electronic instrumentation systems. This course includes theory of operation and construction, troubleshooting and repair. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2171 HEATING AND AIR CONDITIONING THEORY (3)

A course designed to teach the principles and operations of automotive heating systems, air conditioning systems and accessories, to provide practical experience in testing, analyzing, installing and repairing heating systems, air

conditioning systems, air conditioning tools and equipment, lines, fittings, and valves, operational checks and adjustment, minor repairs, and the special tools and instruments to be used.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2230 MANUAL DRIVE TRAIN AND AXLES (3)

A course designed to teach the principles, operations, diagnosis and repair of manual transmissions and transaxles, drive shafts, axles, clutches and four-wheel drive systems. Special emphasis will be given to safety and the specific tools and instruments to be used.
Lec Hrs = 24 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

AER2251 AUTOMATIC TRANSMISSIONS AND TRANSAXLES (3)

A course designed to teach the principles, operations, diagnosis and repair of automatic transmissions and transaxles. Special emphasis will be given to safety procedures and the specific tools and instruments used.
Lec Hrs = 24 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

AER2410 BRAKE SYSTEMS AND CHASSIS REPAIR (4)

A course to teach the principles and operations of brake systems including disc systems, split systems, hydraulic cylinders, valving systems, traction control systems, and to provide practical experience in the repair of these systems. Topics include basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power boosters, and road tests procedures. Special emphasis will be given to safety procedures and specific tools and equipment to be used.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2450 STEERING AND SUSPENSION SYSTEMS (3)

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobile suspension and steering systems, aligning front ends and balancing tires. Topics include wheel balancing, suspension systems, suspension angle and lines, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2520 ENGINE PERFORMANCE (3)

A course designed to teach the principles and procedures of engine tune up and repair, and emission control systems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2700 AUTOMOTIVE SERVICE MANAGEMENT (3)

A course designed for the study of an Automotive Service Department. Topics include warehousing system, inventory control systems, cost control and pricing merchandising and marketing, parts counter control, customer relations and organizational plans of service departments, work schedules, use of pricing, manuals, estimating, and pricing of work, analysis management cost accounting and customer relations.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2943 APPRENTICE EXPERIENCE (3)

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2944 APPRENTICE EXPERIENCE (3)

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2945 APPRENTICE EXPERIENCE (3)

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2946 APPRENTICE EXPERIENCE (3)

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AFR1101 FIRST YEAR AIR FORCE ROTC. (A) (1)

This is a survey course designed to introduce students to the U.S. Air Force Reserve Officer Training Corps. Featured topic include: officership and professionalism, military customs and courtesies, Air Force officer opportunities and an introduction to communication skills. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH: 305-284-2870)
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AFR1111 FIRST YEAR FORCE ROTC (B) (1)

AFR1111 is a continuation of the AFR1101 survey course designed to introduce students to the U.S. Air Force Reserve Officer Training Corps. Featured topics include: Origins of the Air Force. The Air Force Installation and Sister Services. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870).
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AFR2130 SECOND YEAR AIR FORCE ROTC (A) (1)

This course examines general historical aspects of air and space power. The course covers the time period from the first balloons and dirigibles to the space age. Examples are provided to demonstrate the historical events leading to the modern day Air Force. An additional focus will be on Air Force core values. Past Air Force operations and the acts of historical Air Force leaders will be points of discussion. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870)
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AFR2131 SECOND YEAR AIR FORCE ROTC (B) (1)

This course continues the historical review of air and space power provided in MIS 2362. The course covers the Vietnam era to the conflicts of today. Historical examples are provided to demonstrate the development of Air Force capabilities and missions. This course provides the student with and understanding of the employment of air and space power. In addition, students will study how to become a more effective communicator. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870).
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AMH2010 HISTORY OF THE UNITED STATES (3)

A survey of American History from pre-Columbus to 1865. This course provides a general history of the political, economic, cultural, and social development of American society. Special

emphasis is placed upon the Colonial period, the American Revolution, the rise of American Nationalism, the character and culture of American pre-Civil War, and the U.S. Civil War. Meets Area 3A general education requirements for the A.A. degree. Meets Area 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMH2020 HISTORY OF THE UNITED STATES (3)

U.S. history from the post-Civil War Reconstruction period to the present. A general survey of the basic forces shaping American life: development of modern industrialism; organization of laborers and farmers; immigration; the Progressive Era; World War I; the 1920's; the Great Depression and New Deal; origins and impact of the Second World War; advent of the Cold War; post war domestic tensions; the complacent 1950's; social/political unrest in the 1960's; disillusionment and search for new directions since 1970. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMH2035 THE UNITED STATES: 1945 TO THE PRESENT (3)

An examination of the major political, social, economic, cultural, military and diplomatic developments which have shaped the development of the modern American nation since 1945, including World War II, the Cold War, the McCarthy Era, the complacent fifties, the turbulent sixties, the disillusioning seventies and the search for new directions since, to include the 1980s. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMH2091 HISTORY OF THE AFRICAN AMERICAN (3)

A survey of the African American beginning in Africa and the emergence of slavery until the present time in America. Emphasis will be placed on the African Americans' economic, political and cultural development and their contributions to our present society. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2012 AMERICAN LITERATURE: COLONIAL TO 1900 (3)

Selected masterpieces of American literature before 1900 including works of Hawthorne, Whitman, Melville, and Crane. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2022 AMERICAN LITERATURE (3)

Selected masterpieces of American literature since 1900, including works of Faulkner, Frost, and Hemingway. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2600 AFRICAN-AMERICAN WRITERS (3)

Fiction, nonfiction, poetry, and drama by African-American writers such as Hammon, Wheatley, Mc Millan, Hughes, Wright, Ellison, Baldwin, Walker, and Morrison. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2A or 5 general education requirements for the A.S. degrees.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMT0001 BASIC ELECTRICITY (3)

The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical

knowledge of the different types of complex circuitry found in modern aircraft. Student fee charged.

Lec Hrs = 34 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT0010 AIRCRAFT DRAWINGS (1)

This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and section, dimensions, limits, tolerances and allowances, geometric, construction, practical layout work and identification of standard parts and material, use of instruments, drawing and interpretation of free hand sketches of repairs and alterations, and use of various types of charts and graphs.

Lec Hrs = 11 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

AMT0020 WEIGHT AND BALANCE (1)

Familiarizes the student with the importance of weight and balance control, the procedures for weighing an aircraft, the computations necessary to arrive at current and balance data, and the disposition of weight and balance forms and records. The use of loading graphs and charts relating to the aircraft's center of gravity envelope is taught. Student fee charged.

Lec Hrs = 16 Lab Hrs = 23 Oth Hrs = 0 Fees = 25.00

AMT0030 FLUID LINES AND FITTINGS (1)

Prepares the student to fabricate and install rigid and flexible lines and fittings with regard to bends, tools, and lubricants. Provides training in the area of identification of materials, fittings and routing of fluid lines.

Lec Hrs = 8 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AMT0040 MATERIALS AND PROCESSES (2)

Familiarizes students with the methods used to identify and select aircraft materials and with various heat treating processes. Provides experience in the use of non-destructive methods of inspection and evaluation. Provides instruction in correct shop practices and procedures and the use of special tools. Areas covered are torque values and torquing methods, safety wiring, use of precision measuring equipment, shop safety, and technicians' ethics and legal responsibilities.

Lec Hrs = 39 Lab Hrs = 41 Oth Hrs = 0 Fees = 0.00

AMT0050 GROUND OPERATIONS AND SERVICING (1)

Familiarizes the student with the proper methods of starting ground operating, servicing and securing aircraft.

Lec Hrs = 10 Lab Hrs = 19 Oth Hrs = 0 Fees = 0.00

AMT0060 CLEANING AND CORROSION CONTROL (1)

Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and non-ferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components. Student fee charged.

Lec Hrs = 12 Lab Hrs = 26 Oth Hrs = 0 Fees = 25.00

AMT0070 APPLIED MATHEMATICS (0)

Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations

Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT0081 FAR'S, FORMS AND PRIVILEGES (1)

Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.

Lec Hrs = 19 Lab Hrs = 16 Oth Hrs = 0 Fees = 10.00

AMT0090 BASIC PHYSICS (0)

Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.

Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT0110 AIRCRAFT WOOD STRUCTURES (0)

Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.

Lec Hrs = 9 Lab Hrs = 2 Oth Hrs = 0 Fees = 25.00

AMT0115 AIRCRAFT COVERINGS (0)

Student will gain knowledge and skills to inspect, test, and repair fabric-covering materials. The student will be able to select and apply all types of fabric covering, including the synthetics types, and use of proper materials to finish the material. Student fee charged.

Lec Hrs = 8 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

AMT0120 AIRCRAFT FINISHES (1)

Student will acquire the ability to properly use a paint spray gun to apply various types of finishes on a variety of surfaces. The student will be able to apply trim lines and aircraft identification number, touch up paint defects, and identify and select aircraft finishing materials. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 0.00

AMT0130 SHEET METAL STRUCTURES (5)

Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural materials and methods of construction using these materials. Student fee charged.

Lec Hrs = 41 Lab Hrs = 116 Oth Hrs = 0 Fees = 75.00

AMT0140 AIRCRAFT WELDING (1)

A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in hell arc welding. Lab fee is required.

Lec Hrs = 15 Lab Hrs = 25 Oth Hrs = 0 Fees = 50.00

AMT0155 ASSEMBLY AND RIGGING (2)

Student will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics. Student fee charged.

Lec Hrs = 20 Lab Hrs = 45 Oth Hrs = 0 Fees = 40.00

AMT0160 AIRFRAME INSPECTION (0)

Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of FARs by checking appropriate A.D.'s classifying repairs, and pinpointing specific service problems. The student will complete the required maintenance forms, records, and inspection reports required by Federal Air Regulations. Student fee charged.

Lec Hrs = 5 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT0200 LANDING GEAR SYSTEMS (3)

Student will receive training in the proper methods of inspection, servicing and repair of landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Rigging of various types retractable landing gear systems will be covered in detail. Student fee charged.

Lec Hrs = 35 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT0210 HYDRAULIC AND PNEUMATICS SYSTEMS (2)

The student will study the theory of operation, maintenance requirements, and adjustments of various hydraulic components and systems. The course will provide the student with the knowledge of pneumatics as used in aircraft operation. The course covers fluid flow, identifies the various actuating units, type of seals, pumps, and differences between hydraulics and pneumatics. Student fee charged.

Lec Hrs = 35 Lab Hrs = 40 Oth Hrs = 0 Fees = 50.00

AMT0220 CABIN ATMOSPHERE CONTROL SYSTEMS (1)

This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.

Lec Hrs = 20 Lab Hrs = 30 Oth Hrs = 0 Fees = 40.00

AMT0230 AIRCRAFT INSTRUMENTS SYSTEMS (1)

A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments. Student fee charged.

Lec Hrs = 15 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT0240 COMMUNICATIONS AND NAVIGATION SYSTEMS (1)

This course introduces the student with basic auto pilot operation and familiarizes him with the installation requirements and use of the various communication and navigation systems. Student fee charged.

Lec Hrs = 25 Lab Hrs = 5 Oth Hrs = 0 Fees = 40.00

AMT0250 AIRCRAFT FUEL SYSTEMS (1)

The student is provided with the knowledge and skills needed to maintain fuel systems and fuel system components. He/she will be able to inspect, check, maintain, and repair aircraft fuel system components, fuel dump systems, fuel management and transfer systems, and perform refueling operations. Student fee charged.

Lec Hrs = 17 Lab Hrs = 23 Oth Hrs = 0 Fees = 40.00

AMT0260 AIRCRAFT ELECTRICAL SYSTEMS (3)

The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment. Student fee charged.

Lec Hrs = 45 Lab Hrs = 55 Oth Hrs = 0 Fees = 50.00

AMT0270 POSITION AND WARNING SYSTEMS (1)

This course presents the student with the inspection, servicing and maintaining of position and warning systems. Included in this area are navigation lights, beacons, and lights indicating the position of various aircraft components. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT0285 ICE, RAIN, AND FIRE PROTECTION (1)

Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT0300 RECIPROCATING ENGINES (6)

The course covers theory and fundamental requirements for aircraft engines, basic parts of internal combustion engines, 2 stroke and 4 stroke cycle, power measurements and calculations, conversion of heat energy into mechanical energy, horsepower, piston displacement, compression ratio, types of horsepower, crankcase assembly, reduction gearing, crankshafts, and rod assemblies, cylinder and piston assemblies, and bearings used in reciprocating engines. Student fee charged.

Lec Hrs = 58 Lab Hrs = 133 Oth Hrs = 0 Fees = 150.00

AMT0310 TURBINE ENGINES (3)

A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs reassembly test run, and final adjustment.

Corequisites: AMT0300, AMT0400, AMT0420, AMT0320.
Student fee charged.

Lec Hrs = 55 Lab Hrs = 55 Oth Hrs = 0 Fees = 75.00

AMT0320 ENGINE INSPECTION (0)

A course study of which details the correct methods of engine removal and installation, inspection and run up testing, including the final adjustments according to FAA regulations and manufacturer's recommendations. Student fee charged.

Lec Hrs = 4 Lab Hrs = 11 Oth Hrs = 0 Fees = 40.00

AMT0400 ENGINE INSTRUMENT SYSTEMS (1)

Students will have a knowledge of operation, installation, marking and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate instruments in accordance with FAA and manufacturer's recommendations. This course will provide experience in inspection, checking, servicing, troubleshooting, and repair of engine instrument systems that are electrical in nature. Student fee charged.

Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT0410 ENGINE FIRE PROTECTION SYSTEMS (0)

To provide the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems. Student fee charged.

Lec Hrs = 5 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT0420 ENGINE ELECTRICAL SYSTEMS AND APU'S (2)

This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT0435 LUBRICATION SYSTEMS (2)

Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication system for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of the system and components. Student fee charged.

Lec Hrs = 30 Lab Hrs = 40 Oth Hrs = 0 Fees = 75.00

AMT0440 IGNITION SYSTEMS (3)

Students will have knowledge of the operation, repair, inspection, and service of reciprocating and jet power plant ignition systems. They will be able to overhaul and troubleshoot the various components of each system. Student fee charged.

Lec Hrs = 38 Lab Hrs = 47 Oth Hrs = 0 Fees = 75.00

AMT0450 ENGINE FUEL SYSTEMS (1)

Student is provided with knowledge and skills needed to maintain fuel system components. Student will be able to inspect, maintain, check, and repair engine fuel system components. Student fee charged.

Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

AMT0451 FUEL METERING SYSTEMS (2)

Provides the student with the necessary information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel metering system. The theory and practical application of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, filters, and strainers are discussed and practical experience is gained in these areas. Student fee charged.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT0460 INDUCTION SYSTEMS (1)

Gives student the knowledge and experience needed to service and maintain induction systems, superchargers, and exhaust

systems. Material covered includes controls, indicators, theory of operation and inspection criteria. Student fee charged.

Lec Hrs = 11 Lab Hrs = 14 Oth Hrs = 0 Fees = 40.00

AMT0475 ENGINE COOLING AND EXHAUST SYSTEMS (1)

This course provides the student with an understanding of the need for the various types of engine cooling systems. Gives experience in the inspection, checking, servicing, troubleshooting and repairing of engine cooling system. This course will also enable the student to comprehend the function of exhaust systems including turbo charging and thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems. Student fee charged.

Lec Hrs = 13 Lab Hrs = 17 Oth Hrs = 0 Fees = 40.00

AMT0490 PROPELLERS AND UNDUCTED FANS (3)

This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.

Lec Hrs = 41 Lab Hrs = 49 Oth Hrs = 0 Fees = 75.00

AMT1001 BASIC ELECTRICITY (2)

Basic electricity. The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.

Lec Hrs = 34 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT1010 AIRCRAFT DRAWINGS (1)

This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and sections, dimensions, limits, tolerances and allowances, geometric construction, practical layout work and identification of standard parts and materials, use of instruments, drawing and interpretation of free hand sketches of repairs and alterations, and use of various types of charts and graphs.

Lec Hrs = 11 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

AMT1020 WEIGHT AND BALANCE (1)

Familiarizes the student with the importance of weight and balance control, the procedures for weighting an aircraft, the computations necessary to arrive at current and balance data, and the disposition of weight and balance forms and records. The use of loading graphs and charts relating to the aircraft's center gravity envelope is taught.

Lec Hrs = 16 Lab Hrs = 23 Oth Hrs = 0 Fees = 25.00

AMT1030 FLUID LINES AND FITTINGS (1)

Prepares the student to fabricate and install rigid and flexible lines and fittings with regard to bends, tools, and lubricants. Provides training in the area of identification of materials, fittings and routing of fluid lines.

Lec Hrs = 8 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

AMT1040 MATERIALS AND PROCESSES (2)

Familiarizes students with the methods used to identify and select aircraft materials and with various heat treating processes. Provides experience in the use of non-destructive methods of inspection and evaluation. Provides instruction in correct shop practices and procedures and the use of special tools. Areas covered are torque values and torquing methods, safety wiring, use of precision measuring equipment, shop safety, and technician's ethics and legal responsibilities.

Lec Hrs = 39 Lab Hrs = 41 Oth Hrs = 0 Fees = 25.00

AMT1050 GROUND OPERATIONS AND SERVICING (1)
Familiarizes the student with the proper methods of starting ground operating servicing and securing aircraft.
Lec Hrs = 10 Lab Hrs = 19 Oth Hrs = 0 Fees = 50.00

AMT1060 CLEANING AND CORROSION CONTROL (1)
Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and nonferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components.
Lec Hrs = 12 Lab Hrs = 26 Oth Hrs = 0 Fees = 25.00

AMT1070 APPLIED MATHEMATICS (1)
Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations.
Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT1081 FAR'S, FORMS AND PRIVILEGES (1)
Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.
Lec Hrs = 19 Lab Hrs = 16 Oth Hrs = 0 Fees = 10.00

AMT1090 BASIC PHYSICS (1)
Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.
Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT1110 AIRCRAFT WOOD STRUCTURES (1)
Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.
Lec Hrs = 9 Lab Hrs = 2 Oth Hrs = 0 Fees = 25.00

AMT1115 AIRCRAFT COVERINGS (1)
Student will gain knowledge and skills to inspect, test, and repair fabric covering materials. The student will be able to select and apply all types of fabric covering, including the synthetics types, and use of proper materials to finish the material.
Lec Hrs = 8 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

AMT1120 AIRCRAFT FINISHES (1)
Student will acquire the ability to properly use a paint spray gun to apply various types of finishes on a variety of surfaces. The student will be able to apply trim lines and aircraft identification number, touch up paint defects, and identify and select aircraft finishing materials.
Pre or Corequisite: AMT1110
Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT1130 SHEET METAL STRUCTURES (4)
Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural material and methods of construction using these materials. Student fee charged.
Lec Hrs = 41 Lab Hrs = 116 Oth Hrs = 0 Fees = 75.00

AMT1140 AIRCRAFT WELDING (1)
A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in hell arc welding. Lab fee is required.
Lec Hrs = 15 Lab Hrs = 25 Oth Hrs = 0 Fees = 50.00

AMT1155 ASSEMBLY AND RIGGING (2)
Students will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able

to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics.
Lec Hrs = 20 Lab Hrs = 45 Oth Hrs = 0 Fees = 40.00

AMT1160 AIRFRAME INSPECTION (1)
Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of FARs by checking appropriate A.D.'s classifying repairs, and pinpointing specific service problems. The student will complete the required maintenance forms, records, and inspection reports required by Federal Air Regulations.
Lec Hrs = 5 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT1170 TEST/REVIEW/PRACTICAL (1)
A summary of airframe repair and maintenance procedures. Review for FAA airframe certificate written, oral and practical exams.
Lec Hrs = 13 Lab Hrs = 25 Oth Hrs = 0 Fees = 80.00

AMT1200 LANDING GEAR SYSTEMS (2)
Student will receive training in the proper methods of inspection, servicing and repair of landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Rigging of various types of retractable landing gear systems will be covered in detail.
Lec Hrs = 35 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT1210 HYDRAULIC AND PNEUMATICS SYSTEMS (2)
The student will study the theory of operation, maintenance requirements, and adjustments of various hydraulic components and systems. The course will provide the student with the knowledge of pneumatics as used in aircraft operation. The course covers fluid flow, identifies the various actuating units, types of seals, pumps, and differences between hydraulics and pneumatics.
Lec Hrs = 35 Lab Hrs = 40 Oth Hrs = 0 Fees = 50.00

AMT1220 CABIN ATMOSPHERE CONTROL SYSTEMS (1)
This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.
Lec Hrs = 20 Lab Hrs = 30 Oth Hrs = 0 Fees = 40.00

AMT1230 AIRCRAFT INSTRUMENTS SYSTEMS (1)
A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments.
Lec Hrs = 15 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT1240 COMMUNICATIONS AND NAVIGATION SYST (1)
This course introduces the student with basic auto pilot operation and familiarizes him with the installation requirements and use of the various communication and navigation systems.
Lec Hrs = 25 Lab Hrs = 5 Oth Hrs = 0 Fees = 40.00

AMT1250 AIRCRAFT FUEL SYSTEMS (1)
The student is provided with the knowledge and skills needed to maintain fuel systems and fuel system components. He/she will be able to inspect, check, maintain, and repair aircraft fuel system components, fuel dump systems, fuel management and transfer systems, and perform refueling operations.
Lec Hrs = 17 Lab Hrs = 23 Oth Hrs = 0 Fees = 40.00

AMT1260 AIRCRAFT ELECTRICAL SYSTEMS (3)
The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment.
Lec Hrs = 45 Lab Hrs = 55 Oth Hrs = 0 Fees = 50.00

AMT1270 POSITION AND WARNING SYSTEMS (1)

This course presents the student with the inspection, servicing and maintaining of position and warning systems. Included in this area are navigation lights, beacons, and lights indicating the position of various aircraft components.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT1285 ICE, RAIN, AND FIRE PROTECTION (1)

Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT2300 RECIPROCATING ENGINES (6)

The course covers theory and fundamental requirements for aircraft engines; basic parts of internal combustion engines, 2 stroke and 4 stroke cycle, power measurements and calculations conversion of heat energy into mechanical energy, horsepower, piston displacement, compression ratio, types of horsepower, crankcase assembly, reduction gearing, crankshafts and rod assemblies, cylinder and piston assemblies, and bearings used in reciprocating engines.

Lec Hrs = 58 Lab Hrs = 133 Oth Hrs = 0 Fees = 150.00

AMT2310 TURBINE ENGINES (2)

A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs reassembly test run, and final adjustment.

Lec Hrs = 55 Lab Hrs = 55 Oth Hrs = 0 Fees = 75.00

AMT2320 ENGINE INSPECTION (1)

A course study which details the correct methods of engine removal and installation, inspection and run up testing, including the final adjustments according to FAA regulations and manufacturer's recommendations.

Lec Hrs = 4 Lab Hrs = 11 Oth Hrs = 0 Fees = 40.00

AMT2400 ENGINE INSTRUMENT SYSTEMS (1)

Students will have a knowledge of operation, installation, making and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate these instruments in accordance with FAA and manufacture's recommendations. This course will provide experience in inspection checking, servicing, troubleshooting, and repair of engine instrument systems that are electrical in nature.

Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT2410 ENGINE FIRE PROTECTION SYSTEMS (1)

To provide the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems.

Lec Hrs = 5 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT2420 ENGINE ELECTRICAL SYSTEMS AND APU'S (2)

This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT2435 LUBRICATION SYSTEMS (2)

Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication systems for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of

the system and components.

Lec Hrs = 30 Lab Hrs = 40 Oth Hrs = 0 Fees = 75.00

AMT2440 IGNITION SYSTEMS (2)

Students will have a knowledge of the operation, repair, inspection, and service of reciprocating and jet power plant ignition systems. They will be able to overhaul and troubleshoot the various components of each system.

Lec Hrs = 38 Lab Hrs = 47 Oth Hrs = 0 Fees = 75.00

AMT2450 ENGINE FUEL SYSTEMS (1)

Student is provided with knowledge and skills needed to maintain fuel system components. Student will be able to inspect, maintain check, and repair engine fuel system components.

Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 40.00

AMT2451 FUEL METERING SYSTEMS (2)

Provides the student with the necessary information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel metering systems. The theory and practical application of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, filters strainers are discussed and practical experience is gained in these areas.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT2460 INDUCTION SYSTEMS (1)

Gives student the knowledge and experience needed to service and maintain induction systems, superchargers, and exhaust systems. Material covered includes controls, indicators, theory of operation and inspection criteria.

Lec Hrs = 11 Lab Hrs = 14 Oth Hrs = 0 Fees = 40.00

AMT2475 ENGINE COOLING AND EXHAUST SYSTEMS (1)

This course provides the student with an understanding of the need for the various types of engine cooling systems. Gives experience in the inspection, checking, servicing, troubleshooting and repairing of engine cooling systems. This course will also enable the student to comprehend the function of exhaust systems including turbo charging and thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems. Student fee charged.

Lec Hrs = 13 Lab Hrs = 17 Oth Hrs = 0 Fees = 40.00

AMT2490 PROPELLERS AND UNDUCTED FANS (2)

This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.

Lec Hrs = 41 Lab Hrs = 49 Oth Hrs = 0 Fees = 75.00

ANT2000 INTRODUCTION TO ANTHROPOLOGY (3)

An introductory study of the biological evolution and cultural development of human customs, social organization, and institutions. The student is introduced to the major fields of study undertaken by anthropologists. Meets Area 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2100 INTRODUCTION TO ARCHAEOLOGY (3)

The study of past cultures and the ongoing record of human history. This course reviews the major techniques and theories used to interpret culture change through time. Meets Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2211 INTRODUCTION TO WORLD ETHNOLOGY (3)
A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Meets Areas 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2381 CULTURE AND SOCIETY OF SPAIN (3)
Spanish culture and society includes a study of Spanish life and character as it manifests itself in history, regional personality, celebrations, music, legendary figures, art and architecture. Special emphasis will be given to the southern part of Spain, Andalusia's, which conserves today the diverse cultural heritage of Europe, Africa, and the Orient (Near East).
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2905 INDEPENDENT STUDY ANTHROPOLOGY (3)
A directed study course available to both majors and non-majors who wish to investigate a particular problem related to the field of Anthropology. The student will make application for the course to the Head of the Behavioral Sciences Department via an Instructor with whom the student wants to work. Prerequisite: Instructor's approval.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2922 ANTHROPOLOGY FIELD SCHOOL (3)
This lab course is designed to supplement various topics relative to physical and cultural Anthropology as well as Archaeology. Study is limited to field projects.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

APB1600 PHARMACOLOGY (2)
A course designed to introduce the Nursing student to the essential concepts and principles of pharmacology. Included are the concepts of pharmacokinetics and pharmacotherapeutics. There is an emphasis on the application of the nursing process as a practical organizational tool utilized in the care of the patient receiving pharmacological agents.
Prerequisite: NUR1020
Pre or Corequisite: NUR1201L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC1056C DIGITAL MEDIA (2)
Course is designed to provide a survey of current computer aided design software related to architecture and building construction. Lab work concentrates on a variety of computer applications applicable to the design process. Students will learn to apply virtual building technology to design, production, collaboration and information analysis of a project.
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 30.00

ARC1301 ARCHITECTURAL DESIGN I (4)
This course covers basic two and three-dimensional design fundamentals, architectonic principles and architectural design skills. Techniques of model making, architectural drawing and architectural presentations are learned through explorations in defining and understanding architectural space.
Pre or Corequisite: ARC2201
Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

ARC1302 ARCHITECTURAL DESIGN II (4)
This course furthers the study of three-dimensional design fundamentals, architectural space and architectural principles through the application of more advanced model making techniques, orthographic drawing and one and two point perspectives. The architectural design process is studied through the analysis and resolution of basic building programs and basic natural and man-made environmental factors.
Prerequisite: ARC1301 ARC2201
Pre or Corequisite: ARC1701
Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

ARC1701 SURVEY OF ARCHITECTURAL HISTORY (3)
A general survey of social, political, and cultural factors which have generated architecture from prehistoric times through the Fifteenth Century. Meets Area 2H general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2201 THEORY OF ARCHITECTURE (3)
This course provides an understanding of architectonic elements, principles and aesthetics in architecture. It analyzes their application in contemporary and historical architecture and relates their application to architecture design studio solutions. The course also covers the work and philosophies of contemporary architects.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2303 ARCHITECTURAL DESIGN III (4)
This course emphasizes the analysis and resolution of the natural and man-made environmental context as a generator of architectural design ideas. The analysis of architectural building programs and architectonic principles are applied to further define the organization, form, circulation and function of architectural space in buildings.
Prerequisite: ARC1302 ARC2201
Lec Hrs = 16 Lab Hrs = 96 Oth Hrs = 0 Fees = 40.00

ARC2304 ARCHITECTURAL DESIGN IV (4)
This course covers the development of architectonic conceptual ideas from program requirements and contextual factors as generators of architectural design. Architectonic principles of enclosure, massing, articulation of form, proportions, geometry, scale and structures are applied in the development of imagery for building design. A portfolio is created from each student's best work for the purpose of transfer admission to a university program.
Prerequisite: ARC2303 ARC2461
Lec Hrs = 16 Lab Hrs = 96 Oth Hrs = 0 Fees = 55.00

ARC2461 MATERIALS AND METHODS OF CONSTRUCTION (4)
Introduction to materials and methods of construction with emphasis on wood, masonry, concrete, and steel. The evaluation of materials, functional applications and code requirements are stressed.
Prerequisite: ARC1301
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2580 STRUCTURES (4)
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions.
Prerequisite: MAC1105
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2681 ENVIRONMENTAL TECHNOLOGY (3)
The student will demonstrate a proficiency in the basic principles of comfort, safety, and efficiency theories and concepts in relationship with the environment according to accepted professional standards.
Prerequisite: ARC2461
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 5.00

ARC2921 ARCHITECTURE STUDY ABROAD (3)
A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2000 ART APPRECIATION

(3)

A course considering form and content in World Art, emphasizing its social and historical aspects so that students may become aware of how and why art is created as well as its contribution to culture. Meets Areas 2C and 8 general education requirement for A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2050 ART HISTORY I

(3)

Survey and analysis of architecture, painting, and sculpture as well as applied arts from Prehistory, Antiquity, Medieval, Renaissance and Baroque art periods, showing the significance of Art development resulting from social, international and cultural influences. Meets Areas 2C and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirement for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2051 ART HISTORY II

(3)

Survey and analysis of architecture, painting, sculpture, and new art forms from the 18th century to the present. Stressing the significance of Art's development resulting from international, social and cultural influences. Meets Areas 2C and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2351 SPANISH ART HISTORY

(3)

Spanish Art History includes the study of outstanding examples of architecture, painting and sculpture, emphasizing the early Roman and Moorish contributions as well as the great Spanish painters of the Renaissance and the 19th and 20th Centuries. Included in this course are cultural trips to museums, galleries and monuments in Seville.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARR1010 INTRODUCTION TO AUTOBODY

(3)

A course designed to introduce the field of auto body repair. Topics include auto body careers, shop safety, tools and equipment, an overview of materials and processes used in auto body repair and refinishing procedures.

Lec Hrs = 24 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

ARR2120 AUTOBODY REFINISHING

(6)

A course designed to teach intermediate and advanced concepts and techniques of Autobody Refinishing. This course includes surface preparation, spray equipment, paint systems, chemistry, matching, mixing and applying, finish defects, special finishes and safety and environmental protection procedures.

Lec Hrs = 48 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ARR2290 ADVANCED AUTOBODY REPAIR

(9)

A course designed to teach intermediate and advanced concepts and techniques of Autobody Repair. This course includes manufacturing processes and materials, damage assessment, body measurement, advanced welding, exotic metal and plastic panel repairs, unibody and frame straightening, glass, convertible top and electrical system repair.

Lec Hrs = 72 Lab Hrs = 144 Oth Hrs = 0 Fees = 0.00

ART1201C 2 D DESIGN

(3)

Two-dimensional study of form, principles of organization and the elements of design fundamental for creative work in 2-D visual arts.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART1203C 3D DESIGN

(3)

Three-dimensional study of form, principles of organization and elements of design fundamental for creative work in 3-D visual arts.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 10.00

ART1300C DRAWING I

(3)

Study of landscape and still life composition utilizing wet and dry drawing media.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART1301C DRAWING II

(3)

An extension of the content of Drawing I with increased concentration upon analytical description, pictorial composition, and drawing as a means of visual communication of ideas.

Prerequisite: ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART1600C COMPUTER ART

(3)

A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer and assorted hardware will introduce the student to fine art and graphic art applications. A knowledge of programming is not required.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

ART2205C COLOR AND COMPOSITION

(3)

A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2330C LIFE DRAWING

(3)

Study of human and animal forms utilizing various wet and dry media.

Prerequisite: ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 30.00

ART2400C BEGINNING PRINTMAKING

(3)

A study of the processes and techniques in Intaglio and Relief printing. Instructor's approval or

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

ART2500C PAINTING I

(3)

An introduction to creative techniques and composition applied to oil painting and acrylic media.

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2501C PAINTING II

(3)

A creative exploration of oil or acrylic techniques and/or water media with an emphasis on composition.

Prerequisite: ART2500C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2540C WATERCOLOR

(3)

A creative exploration of watercolor techniques and media with an emphasis on composition.

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2701C SCULPTURE

(3)

A three-dimensional study of form and concept utilizing physical material to occupy real space either free standing or bas-relief. The principles of organization and the element of design fundamentals are carried over and expand from 3-D design. Prerequisite: Instructor permission or

Prerequisite: ART1203C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

ART2750C CERAMICS I

(3)

Study of basic ceramic shaping techniques, glazing, decorating and firing.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

ART2751C CERAMICS II (3)

A study of advanced techniques in ceramics synthesizing basic skills with more advanced concepts and techniques of forming clay, surface decoration, glazing and firing. Prerequisites: ART2110C or instructor's approval.

Prerequisite: ART2750C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

ART2905 INDEPENDENT STUDY (3)

A course designed to establish a framework for future self-learning. Students will shape the course to fit their needs by planning activities with a faculty advisor. Exceptions to prerequisite may be considered by the Art Department Head. Prerequisite: Instructor permission or

Prerequisite: ART1201C ART1203C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2906 INDEPENDENT STUDY: CERAMICS (3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the ceramics process. Prerequisite: Instructor permission or

Prerequisite: ART1203C ART2750C ART2751C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

ART2907 INDEPENDENT STUDY: DRAWING (3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the drawing process. Instructor's approval and Prerequisite: ART1300C ART2330C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2908 INDEPENDENT STUDY: SCULPTURE (3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the sculpture process. Prerequisite: Instructor permission or

Prerequisite: ART1203C ART2701C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

ART2909 INDEPENDENT STUDY: PAINTING (3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the painting process. Prerequisites: Instructor approval or

Prerequisite: ART2500C ART2501C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2930C SPECIAL TOPICS: PAINTING (3)

A painting studio course centered around topics of current interest or special interest to students. Topics or focus may vary from semester to semester. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

Prerequisite: ART2500C ART2501C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2932C SPECIAL TOPIC: CERAMICS (3)

A ceramics studio course centered around topics of current interest or special interest to students. Topics or focus may vary from semester to semester. Exception to prerequisites will be considered by the Art Department Head. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Prerequisite: Instructor permission or

Prerequisite: ART1203C ART2750C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

ART2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All

students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ART2950 SEMINAR IN ART (3)

A course designed for students who wish to combine the study of Art with travel in a foreign country. Variable content depends on areas visited.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ART2951 SEMINAR IN ART (6)

A course designed for students who wish to combine the study of Art with travel in a foreign country. Variable content depending on areas visited.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1010 HISTORY OF AVIATION (3)

A survey of aviation from its beginning with early myths, through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel flights and aircraft in tracing the advancement of general, commercial, and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1100 NAVIGATIONAL SCIENCE I (3)

This course, together with ATT1100, provides the basic aeronautical knowledge for the professional pilot and aviation operation programs. The two courses must be taken concurrently unless the student's major is Airport Operations Management or Aviation Maintenance Management, in which only ATT1100 is required. The areas of study include airport operations, airspace, flight information publications, basic air navigation including pertinent regulations, preflight planning, cross country navigation, and radio navigation. Successful completion of ATT1100 and ASC1100 will prepare students for the FAA Private Pilot (airplane) Computerized Knowledge Exam.

Corequisite: ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1210 METEOROLOGY (3)

A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog analysis and use of weather data; interpretation of the U.S. Weather Bureau maps, reports and forecasts. Prerequisite: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Corequisite: ASC2110 ATT1210

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1550 AERODYNAMICS (3)

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers.

Prerequisite: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1610 AIRCRAFT ENGINES, STRUCTURES, AND S (3)

Aircraft engine types and theory of operation theory, materials and construction methods of aircraft structures operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2110 NAVIGATION SCIENCE II (3)

Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. Prerequisite: private pilot's license or instructor's permission or
Prerequisite: ASC1100 ATT1100
Corequisite: ASC1210 ATT2120
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2320 AVIATION LAW AND REGULATIONS (3)

An introduction and analysis of the regulations and laws governing airport and airline operations, incorporating aviation safety. Topics of discussion include the major regulations to include: Federal Aviation Regulations (FARS) 77, 108, 121, 129, 135, 139, 150, 191, and NTSB 830. These topics will include navigable airspace, airport noise and the applicable Advisory Circulars (A/C) that explain compliance. Additionally, these topics of discussion will include an overview of how the regulations are governed and administered, compliance with overview of how the regulations are governed and administered, compliance with regulations, non-compliance, and management of government regulations.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2870 AVIATION SAFETY (3)

The primary goal of this course is to provide aspiring aviation professionals with a comprehensive understanding and enhanced awareness of aviation safety. Class will participate in analyzing the probable cause of selected aviation accidents, review detailed analyses of accidents related to human factors, runway incursions, weather, mid-air collisions and mechanical and maintenance issues. Federal agencies which regulate aviation, with emphasis on those concerned with safety, will be studied.

Prerequisite: ASC1100, ATT1100
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1002 HORIZONS IN ASTRONOMY (3)

This is an Open College directed self-study program consisting of five (5) on-campus meetings and supplemental videotape viewing at home. The course introduces the origin, characteristics, and evolution of the solar system, stars, and galaxies and studies the historical milestones in astronomy from the ancient astronomers to the modern space probes. Consideration is given to current and expected future trends in astronomical research and theories. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1005 ASTRONOMY OF THE SOLAR SYSTEM (3)

Primarily descriptive and conceptual study of the solar system and astronomical methods of general interest. Evening observing sessions in addition to the scheduled course hours may be required. An astronomy laboratory is recommended. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or
Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1006 ASTRONOMY OF STARS AND GALAXIES (3)

Primarily descriptive and conceptual study of objects and events beyond the solar system in our galaxy and in other galaxies. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or
Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1022L ASTRONOMY LABORATORY (1)

A basic laboratory course to introduce students to the primary astronomical objects: the sun, moon, planets, stars and galaxies. Students will use the naked eye, telescopes and astronomical atlases to make observations of celestial objects. In addition, physical experiments will introduce principles of optics, light, and gravity utilized in astronomy. One three hour lab per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: AST1005
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 12.00

AST1037 SCIENTIFIC SEARCH FOR LIFE IN THE (3)

This interdisciplinary course examines the nature and history of life on earth, possible life-allowing environments within the solar system and in the detecting life in the universe at large. Topics of discussion include the evolution and biochemistry of terrestrial life, the formation of organic compounds in the solar system and other extraterrestrial environments, physical constraints, equipment, and strategies for detecting intelligent life in the universe. Placement by Testing Department or
Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST2080 PLANETARIUM EDUCATION (3)

Course for teachers and students of Education. Study of the use of the Planetarium in Education. Various audiovisual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his own educational materials pertaining to audio visual concepts in Planetarium Education. Acquaints student with the celestial sphere and planet position. Placement by Testing Department or Instructor Approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATF1100 PRIMARY FLIGHT (3)

This course provides the flight training and experience required by the Federal Aviation Regulations (FAA) part 141 for a Private Pilot Certificate. Student must obtain FAA Private Pilot Certificate in order to receive credit for the course. Flight training fees are paid directly to the College in advance.

Corequisite: ASC1100 ATT1100
Lec Hrs = 2 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

ATF2200 COMMERCIAL FLIGHT I (3)

This course continues the training and experience begun in primary flight. Together with ATF2210 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part 141. Flight training fees are paid directly to the College in advance. Prerequisite: private pilot's license or instructor's permission or
Prerequisite: ATF1100

Corequisite: ASC1210 ASC2110 ATF2600 ATT2120
Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2210 COMMERCIAL FLIGHT II (3)

This course continues the training and experience of Commercial Flight I. Together with ATF2200 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part 141. During this course, the student completes coursework to obtain the instrument rating

and begins commercial pilot training. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or
Prerequisite: ATF2200
Corequisite: ATT2110
Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2300 COMMERCIAL FLIGHT III (3)
This is the final of the series of courses designed to provide the aeronautical experience for a FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part 141. During this course the student achieves qualification in complex air- craft. In order to receive credit for this course, the student must have earned a FAA Commercial Pilot Certificate. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or
Prerequisite: ATF2210
Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2400 MULTI ENGINE TRANSITION (1)
This course provides the flight training and experience required to obtain an FAA multi- engine rating. In order to receive credit for this course, the student must have earned a FAA multi- engine rating. Flight training fees are paid directly to the College in advance. Prerequisite: Private Pilot Certificate with Instrument Rating or Instructor's Approval
Corequisite: ATF2630
Lec Hrs = 5 Lab Hrs = 20 Oth Hrs = 0 Fees = 0.00

ATF2500 FLIGHT INSTRUCTOR TRAINING (2)
This course provides the flight and ground instruction to train a commercial pilot to be a flight instructor. Course consists of the number of dual and solo flying hours and oral instruction required in each case to qualify the individual for a FAA flight instructor certificate. In order to receive credit for this course, the student must have earned a FAA flight instructor certificate. Training fees are paid directly to the College in advance. Prerequisite: Commercial Pilot Certificate with Instrument Rating
Lec Hrs = 15 Lab Hrs = 30 Oth Hrs = 0 Fees = 0.00

ATF2600 FLIGHT SIMULATOR TRAINING (1)
This course provides a total of 15 hours of traing in one of the Emil Buehler Flight Lab flight training devices at South Campus. This course may be taken as an elective in any of the aviation programs. Material covered will be tailored to the individual depending upon his/ her piloting background. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: instructor's permission or
Prerequisite: ASC1100 ATF1100 ATT1100
Corequisite: ATF2200
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 75.00

ATF2630 BASIC INSTRUMENT SIMULATOR (1)
This course provides a total of 15 hours of training in one of the Buehler Flight Lab multi- engine flight training devices at South Campus. The course consists of 5 hours of lecture and 10 hours in the flight training device. This course may be taken as an elective in any of the aviation programs. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: instructor's permission or
Prerequisite: ASC1100 ATF1100 ATT1100
Corequisite: ATF2400
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

ATF2660 FLIGHT SIMULATOR TURBOPROP (1)
This course provides a total of 16 hours of training in the Emil Buehler Flight Lab turbo- prop flight training device at South Campus. The course consists of 6 hours of lecture and 10 hours in the flight training device. This course may be taken as an elective in any of the aviation programs. This course may be repeated for a maximum of 3 semester hours to meet a 3

semester hour elective requirement. Student fee charged. Prerequisite: Flight Program Manager's prior approval is necessary.
Lec Hrs = 6 Lab Hrs = 10 Oth Hrs = 0 Fees = 200.00

ATT1100 AERONAUTICAL SCIENCE (3)
An introduction to the theory of flight, this course is required for all aviation programs. It includes elementary aerodynamics, the major components of airplanes and their functions, the pertinent Federal Aviation Administration (FAA) regulations and basic airspace, aircraft performance and basic navigation, an introduction to meteorology and weather services and human factors. Successful completion of ATT100 and ASC1100 will prepare students for the FAA Private Pilot (airplane) Computerized Knowledge Exam. Professional Pilot Technology and Aviation Operations program majors must take this course concurrently with ASC1100. Corequisite: ASC1100
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATT2110 COMMERCIAL FLIGHT THEORY (3)
Provides the aeronautical information needed to satisfactorily complete the FAA Commercial Pilot Knowledge Exam. Subject matter is tailored to the needs of the advanced pilot. It includes aerodynamics, airplane performance and systems, navigation, physiological factors, Federal Aviation Regulations and weather. It is recommended to complete the instrument rating before taking this course. Prerequisite: FAA Private Pilot Certificate or instructor's permission or
Prerequisite: ASC1100 ATT1100
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATT2120 INSTRUMENT FLIGHT THEORY (3)
Prepares student for FAA Instrument Rating (Airplane) Exam. Physiological factors involved with instrument flying, the functioning of basic flight instruments and their use in controlling aircraft under instrument conditions, electronic aids and their use, communications, the airways system, IFR charts, regulations and procedures as related to instrument flight. Prerequisite: private pilot's license or instructor's permission or
Prerequisite: ASC1100 ATT1100
Corequisite: ASC1210 ASC2110
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM1440 AIRPORT AND AIRLINE SECURITY (3)
An introduction and analysis of the regulations and laws governing airport and airline security, including an in-depth look at Federal Aviation Regulations (FARs) 108, 121, 129, AND 191. Topics of discussion include: a historical perspective and events that have led to the evolution of aviation security, preventive measures, and current trends in security. An introduction to terrorist activities, motives, weapons of mass destruction, and countermeasures at threats to aviation. Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM1940 AIRPORT OPERATIONS INTERNSHIP I (3)
Practical applicable of acquired knowledge at a certificated airport. Student exposed to airside related environment including airfield inspections, security inspections and enforcement, air traffic control system, navigational aids, airspace inspections & familiarizations, wildlife issues, environmental impacts. Landside issues such as parking management, ground transportation systems, operational contract administration, revenue control systems, equipment monitoring, and bus operations. Terminal building operations including, physical building inspections, passenger services, passenger flow characteristics, tenant and contractual lease requirements, safety and security of passenger terminals. The student is introduced to airport maintenance programs and systems as well as general aviation environment. Requires special application and criminal background check. Prerequisite: instructor's permission or
Prerequisite: AVM1440 AVM2301 AVM2410
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2301 GENERAL AVIATION MARKETING AND MANAGEMENT

(3)

This course is designed to provide an overview of the general aviation industry including its history and important role within the air transportation sector of the economy. The varied uses of general aviation aircraft and the management and marketing role of the fixed base operator are thoroughly explored. Included are the basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on the management of corporate/business aircraft and commuter airlines.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2410 AIRPORT MANAGEMENT

(3)

Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport, such as size and forecasting volumes, design considerations; including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socioeconomic effect of airports on the communities they serve will be explored.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2450 AIRPORT PLANNING AND DESIGN

(3)

Introduction to the initial design of airports and adaptations made as airports experience growth. Topics of discussion include; analysis of runway and taxiway design, terminal ramp areas, terminal facilities, airport parking and roadway systems based on airport capacity forecasts, intended use, funding, and community demographics. Discussions also include the modification and adaptation of existing airport facilities, airport master plans, air cargo facilities, airport access, and environmental impacts of airport planning and design.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2510 AIRLINE MANAGEMENT

(3)

An introduction to the administrative aspects of airline operation and management. Topics include the structure of the airline industry in the United States including first, second, third level carriers, the annual profit plan, uniform system of accounts and reports, organizational planning, demand analysis, scheduling, the theory of pricing, fleet planning, facilities planning and airline financing.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2941 AIRPORT OPERATIONS INTERNSHIP II

(3)

Practical application of acquired knowledge at a certificated airport. The student will be exposed to the finance, business, legal, and public relations aspects of Airport Management. Intern will gain experience in the collection of rents and allocation of monies in airport operation. Receive knowledge on how grant money is applied for and received as well as the business aspect of leasehold compliance. Exposure to legal aspect of airport operation, including compliance with federal and state laws, liability claims and procedures. Exposure to Airport Planning, Airport Master Plan, construction and refurbishment of airport facilities, airport layout plan, and airspace studies. Work with airport public relations and marketing personnel on communicating with media and marking the airport as a business enterprise toward potential airlines and tenants. Requires special application and criminal background check. Prerequisite: instructor's permission or

Prerequisite: ASC2320 AVM1940 AVM2450 AVM2510

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2950 AVIATION EDUCATION TRAVEL SEMINAR

(1)

Through a combination of Lecture and observation, this travel seminar to the Washington, D.C. area is designed to provide aviation students with an overview of the role played by major aviation associations, congressional subcommittees and Federal agencies that shape the aviation industry. Student will also have a guided tour of aeronautical museums or facilities.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN1252C BUILDING CONSTRUCTION DRAWING I

(4)

This is the first in a two-course sequence of construction drawing courses. The first half of the semester will include a review of basic drafting techniques. The second half will be devoted to an in-depth study of residential construction working drawings and how they are prepared. AutoCAD will be used extensively as one of the tools for preparing drawings.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

BCN1272 BUILDING CONSTRUCTION PLANS**INTERPRETATION**

(2)

This course is designed to provide an overview of construction documents and to develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN1740 BUILDING CONSTRUCTION LAW

(2)

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor; mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN1930 BUILDING CONSTRUCTION SPECIAL TOPIC

(2)

An introductory course for the student presently working in the building construction industry. Subjects include the South Florida Building Code, formwork and shoring.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN2256C BUILDING CONSTRUCTION DRAWING II

(4)

This is the second in the two-sequence of building construction drafting courses. The focus of this course will be on the development of advanced drafting techniques while gaining an understanding of more complex construction procedures for commercial buildings. Advanced AutoCAD techniques will be used extensively as one of the tools for preparing drawings.

Prerequisite: BCN1252C

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

BCN2276 CONSTRUCTION PLAN REVIEW

(2)

A course of training to prepare the student to function as an examiner of construction documents for permit to erect structures in compliance with all appropriate building codes. The course is designed around the mechanics of review presently employed by every municipality and other permitting agencies. This course is of particular value to presently employed inspectors preparing for promotion to the position of Plan Reviewer and presently employed reviewers who wish to hone skills, as well as students seeking a career in building code enforcement.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN2561 MECHANICAL AND ELECTRICAL SYSTEMS

(3)

Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as solar heating.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN2614C CONSTRUCTION ESTIMATING II

(3)

A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction and safety standards. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.

Prerequisite: BCT1600

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

BCN2742 CONTRACTOR'S LICENSE PREPARATION

(4)

A study designed to prepare for the general contractor's examination. State and Federal laws, safety codes, building

codes, construction methods and technology, and practical field knowledge leading to Class, I, II or III license.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 7.00

BCT1600 CONSTRUCTION ESTIMATING I (2)

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1706 CONSTRUCTION DOCUMENTS (2)

This is designed to familiarize students with documents used in the construction industry, facets of the construction process, contractual relationships, the relationship of documents to each phase of construction and an overview of the Construction Specifications Institute's (CSI) 16 divisions. At the conclusion of the course, students will have gained the proficiency necessary to pass the Construction Documents Technologist (CDT) certification exam given by the CSI.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1743 BUILDING CONSTRUCTION LAW (2)

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor; mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1750 BUILDING CONSTRUCTION FINANCING (2)

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras performance and bid bonds, company profits, cash flow and business loans.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1767 OSHA STANDARDS (1)

This course is designed to give students an awareness of the hazards associated with the construction industry's working environment. Emphasis is on OSHA regulations and the knowledge to improve the overall safety on a job site. At the successful conclusion of the course, students will receive OSHA certification.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2114 MEP PLANS INTERPRETATION (2)

This course is designed to develop the student's ability to quickly interpret working drawings. Emphasis is on the details and specifications of mechanical, electrical, and plumbing plans.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2705 INFRASTRUCTURE COORDINATION (2)

This course provides the student with an overview of the various agencies related to the construction industry. Special emphasis is on the need for and the manner of coordinating with these agencies. Students will receive exposure to the variety of permits, learn to interface with the agencies in order to coordinate the permit process, and understand how this coordinates with the project.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2760 BUILDING CODES AND REGULATIONS (3)

A rigorous review and study of the South Florida Building Code as it applies to structures and safety. For professionals employed as inspectors, architects, engineers and contractors.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2787 MECHANICAL ELECTRICAL PLUMBING DRAWING (3)

The focus of this course will be on the development of advanced drafting techniques while gaining an understanding

of more complex construction procedures for commercial and institutional buildings as it relates to mechanical, electrical, and plumbing. Advanced ArchiCAD, AutoCAD 3/ or MicroStation techniques will be used extensively for preparing drawings.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

BCT2941L BUILDING CONSTRUCTION FIELD EXPERIENCE (1)

This course is designed to provide students with field experiences, including shadowing and job site visits which help the student understand the organizational structure of a variety of construction companies and how the companies function.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

BOT2010 GENERAL BOTANY (3)

Course designed to treat entire plant kingdom with emphasis on structure, function, and genetics of flowering plants. Fundamental cell and tissue structure of both vascular and non vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Pre or Corequisite: BOT2010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BOT2010L GENERAL BOTANY LABORATORY (1)

Laboratory experiments and field trips to accompany BOT2010. Dissection exercises included. One two hour period weekly. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Pre or Corequisite: BOT2010

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

BSC1005 GENERAL BIOLOGY (3)

Course designed to give students an understanding of principles of Biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors (see BSC1005L). Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1005L GENERAL BIOLOGY LABORATORY (1)

Two hours of laboratory weekly which may be taken concurrently with BSC1005. For students planning to transfer where laboratory is required for science credit. Dissection exercises included. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. One two hour period weekly. Special fee charged. Placement by Testing Department or

Pre or Corequisite: BSC1005

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 15.00

BSC1010C INTRODUCTION TO BIOLOGY I (4)

This course is the first of a two-semester sequence introducing Science majors to biological principles including Cell Structure and Function, Cell Reproduction, Biochemistry and Cell Metabolism, Classical and Molecular Genetics, and Genetic Engineering. Laboratory exercises complement Lecture topics. Dissection exercises included. 3 hours Lecture, 3 hours Laboratory per week. Special fee charged. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for A.S. degree. Placement by Testing Department or

Prerequisite: CHM1040

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

BSC1011C INTRODUCTION TO BIOLOGY II (4)

This course is the second of a two semester sequence introducing Science majors to Biological principles including a study of the Five Kingdoms, Evolution and Population

Dynamics, and Ecology. Laboratory exercises compliment Lecture topics. Dissection exercises included. 3 hours Lecture, 3 hours Laboratory per week. Special fee charged. Meets Areas 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or
Prerequisite: BSC1010C
Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

BSC1085 HUMAN ANATOMY AND PHYSIOLOGY I (3)
A survey of the structure, function, and chemistry of the human body considering the following topics: body organization, the cell, tissues, membranes, glands, the Integumentary System, the Skeletal System, the Muscular System, the Nervous System, and the special senses. 3 hrs. Lec. per week. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. CHM1033, CHM1040, or CHM1045 is very strongly recommended (see your program requirements). Placement by Testing Department or
Pre or Corequisite: BSC1085L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1085L HUMAN ANATOMY AND PHYSIOLOGY I LAB (1)
Laboratory exercises coordinated with BSC1085 including microscope observation, experimentation, study of anatomical models, and dissection. Dissection exercises included. Meets Area 4C general education requirements for A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. 2 hrs. lab. per week. Special fee charged. CHM1033, CHM1040, or CHM1045 is strongly recommended (see your program requirements). Placement by Testing Department
Pre or Corequisite: BSC1085
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 15.00

BSC1086 HUMAN ANATOMY AND PHYSIOLOGY II (3)
A continuation of the Anatomy and Physiology sequence, including the following topics: the Circulatory System, the Respiratory System, the Digestive System, the Urinary System, Fluid and Electrolytes and the Reproductive System. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. 3 hrs. lec. wk. CHM1033, CHM1040, or CHM1045 is very strongly recommended (see your program requirements.) Placement by Testing Department or
Prerequisite: BSC1085 BSC1085L
Pre or Corequisite: BSC1086L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1086L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1)
Laboratory experiments coordinated with BSC1086, including microscope observation, study of anatomical models and dissection. Dissection exercises included. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. CHM1033, CHM1040, or CHM1045 is very strongly recommended as a prerequisite (see your program requirements). Special fee charged. Placement by Testing Department or
Prerequisite: BSC1085 BSC1085L
Pre or Corequisite: BSC1086
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

BSC1810 BIOLOGY PRINCIPLES FOR TEACHERS I (3)
This course is designed for middle and high school science teachers. It covers the basic principles of biology including molecular biology, cell structure and function, and genetics. Lectures will include hands on activities and demonstrations. This is the first of a two course sequence. This course will not satisfy the general education requirements for the A.A. degree. Placement by Testing Department.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1811 BIOLOGY PRINCIPLES FOR TEACHERS II (3)
This course is designed for middle and high school science teachers. It is the second course in a two course sequence and covers the basic principles of modern biology, while focusing on the nature and activities of living organisms and their relationship to our planet. This course will not satisfy the general education requirements of the A.A. degree. Placement by Testing Department or
Prerequisite: BSC1810
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1815 SURVEY OF BIOLOGY FOR ELEMENTARY TEACHERS (3)
Topics in biology which relate to the state- required minimum basic skills for K-5th grade will be explored including the definition of life, process of science, five kingdoms of organisms, animal biology, plant biology, human senses and ecology. Demonstrations and hands-on activities will be integrated into the program designed to strengthen the students' knowledge base in biology. Course meets state certification requirements for elementary school teachers. Does not meet A.A. general education requirements. Placement by Testing Department.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Placement by Testing Department.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BUL2241 BUSINESS LAW I (3)
This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts and business crimes.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BUL2242 BUSINESS LAW II (3)
This course provides a study of the legal principles covering negotiable instruments, creditors' rights and secured transactions; agency, employer-employee relations; franchises, insurance, bankruptcy, partnerships, corporations, and real property.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ1020 INTRODUCTION TO CRIMINAL JUSTICE (3)
Introduction to the historical and philosophical background of the agencies of the Criminal Justice System. An examination of the relationships between the police, courts and correctional systems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ2191 HUMAN BEHAVIOR IN CRIMINAL JUSTICE (3)
A consideration of human behavior and how it relates to the duties and responsibilities of the criminal justice practitioner.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ2500 JUVENILE JUSTICE (3)
An analysis of the criminal justice system as it relates to juveniles. Major topics include: police practices (such as detention, searches and interrogation) when dealing with juveniles, court procedure in juvenile cases and different theories of juvenile rehabilitation. Instructor's approval or
Prerequisite: CCJ1020
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ2933 CORRECTIONS PRACTICUM**(3)**

This course offers practical experiences in corrections or related disciplines of criminal justice giving the student the opportunity to apply classroom knowledge.

Prerequisite: CCJ1020 or permission of instructor.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ2949 CO OP WORK EXPERIENCE**(3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CDA1302C PC SUPPORT AND SERVICE - HARDWARE**(3)**

This course provides students with the hands-on experience and knowledge to properly install, configure, upgrade, troubleshoot, and repair microcomputers. This includes desktop and portable systems, printers, and basic networking. Students will also learn common safety and preventative maintenance procedures, as well as effective behaviors that contribute to customer satisfaction. The skills developed by students who complete this course will prepare them for the A+ Core Hardware Certification Exam.

Prerequisite: CDA1403C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 125.00

CDA1403C PC SUPPORT AND SERVICE – OPERATING SYSTEMS**(3)**

This course provides students with an understanding of the Command Line, Windows 9X, and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. The skills developed by students who complete this course will prepare them for the A+ Operating Systems certification exam. Students without a computer background are strongly advised to complete CGS1100 - Introduction to Computer Applications before undertaking this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 125.00

CEM0013 MAINTAINING RESIDENTIAL TURF**(3)**

Course trouble shooting and solving turf grass problems in residential and small commercial properties.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 100.00

CEN1300C MICROSOFT WINDOWS PROFESSIONAL**(4)**

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Professional on stand-alone and client computers that are part of a workgroup or domain. The skills developed by students completing this course will help prepare them for the Microsoft Windows Professional certification. Students who do not possess a networking background are strongly encouraged to complete CEN1509C (Network+) before attempting this course.

Prerequisite: CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1301C IMPLEMENTING MICROSOFT WINDOWS SERVER**(4)**

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server to create file, print, Web, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course CEN1315C, Implementing a Microsoft Windows Network Infrastructure. The skills developed by students completing this course will help prepare them for the Microsoft Server certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1315C IMPLEMENTING A MICROSOFT WINDOWS NETWORK INFRASTRUCTURE**(4)**

This course is designed for support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. It also provides students with the prerequisite knowledge and skills required for course CEN1321C, Implementing Microsoft Windows Directory Services. The skills developed by students completing this course will help prepare them for the Microsoft Network Infrastructure certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C CEN1301C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1321C IMPLEMENTING MICROSOFT WINDOWS DIRECTORY SERVICE**(4)**

This course is designed to provide with the knowledge and skills necessary to install, configure and administer Microsoft's Windows Active Directory services. The courses also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. The skills developed by students completing this course will help prepare them for the Microsoft Active Directory certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C CEN1301C CEN1315C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1323C DESIGNING A SECURE MICROSOFT WINDOWS NETWORK**(4)**

This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise network by using Microsoft's Windows technologies. The skills developed by students completing this course will help prepare them for the Microsoft Designing a Secure Windows Network certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C CEN1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1325C DESIGNING MICROSOFT WINDOWS SERV ACTV DIR/NETWORK INFR**(4)**

This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory service and network infrastructure on an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure and network infrastructure that meets those needs. The skills developed by students completing this course will help prepare them for the Microsoft Designing Directory Service and Network Infrastructure certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C CEN1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1327C PLAN/MAINTAIN MICROSOFT WINDOWS NETWORK INFR**(4)**

This course provides students with the information and skills needed to plan and maintain a networking services infrastructure that supports the required network applications. Each unit provides a solution based on the needs of the organization. Some Microsoft Windows network solutions require a single technology, such as DHCP to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to maintain an IP routing scheme. The skills developed by students completing this course will help prepare them for the Microsoft's Planning and Maintaining Network Infrastructure certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1333C QUERYING MICROSOFT SQL SERVER WITH TRANSACT-SQL (3)

The goal of this course is to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server.

Prerequisite: CIS2342 CGS1540C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1503C NETWORK ADMINISTRATION (4)

Learn the basics of managing a NetWare network. This course teaches you how to use NetWare administrative tools to set up, manage and use basic network services, including file systems, network printing, security and e-mail. The skills developed by students completing this course will help prepare them for one or more Novell CNE Certification Exams.

Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1504C NETWORK ADVANCED ADMINISTRATION (4)

Learn advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. This course teaches you how to oversee a complex NetWare networking environment, including Novell Direction Services (NDS) partitioning and replication, and time synchronization strategies. The skills developed by students completing this course will help prepare them for one or more Novell CNE Certification Exams.

Prerequisite: CEN1503C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1509C NETWORK+ (4)

After successfully completing this course, student will understand the layers of the OSI model, be able to describe the features and functions of network components, and have the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. The skills and knowledge developed by students in this course will help prepare them for the CompTIA Network+ certification exam.

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1551C CIW: ADVANCED INTERNET SYSTEM MANAGEMENT (3)

This CIW certification course teaches students how to implement mission-critical services on the Windows and Linux platforms. Students install and configure Web, Newsgroup, e-mail and proxy servers; receive in-depth understanding of how to connect e-commerce databases to Web servers; and learn how to enable CGI on Windows and Linux. Students also learn about back-up and load balancing issues, and receive foundational knowledge concerning Internet security. This course is designed for personnel responsible for implementing real-world solutions for company intranets or ISPs that provide Internet Web services. This course prepares students for the CIW Server Administrator certification exam.

Prerequisite: CEN1301C CEN1880C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 110.00

CEN1880C LINUX + (4)

This course is designed to teach students the skills they need to effectively administer Linux workstations and servers. Students will plan, install, maintain, and troubleshoot Linux operating system services. The skills developed by students completing this course will help prepare them for the CompTIA Linux+ certification exam.

Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

CEN1881C LINUX INSTALLATION AND CONFIGURATION (3)

This course covers the installation steps common to all Linux distributions, as it compares and contrasts multiple product installations performed by students. The X Window system is described, and several graphical user interfaces (GUIs) are employed. A review of GUI applications and troubleshooting techniques completes the course. The skills developed by

students completing this course (in combination with CEN1882C, CEN1883C, and CEN1884C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CEN1880C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1882C LINUX SYSTEM ADMINISTRATION (4)

This course covers, and provides analysis of, the Linux file system, RAID designs, back-up design tradeoffs and procedures, and configuration optimizations. Emergency procedures are described and steps to recompile the kernel are presented. System administration commands to manage accounts, mount volumes, startup and shutdown the system, switch run levels, monitor system resources, and perform system housekeeping are extensively covered. The skills developed by students completing this course (in combination with CEN1881C, CEN1883C, and CEN1884C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CEN1881C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1883C LINUX NETWORKING (4)

This course covers common networking services, while providing an in-depth understanding of Linux and GNU network-related packages. It covers common services such as Apache, ssh, telnet, ftp, and sendmail; and provides a detailed walk-through of network configuration using console tools such as ifconfig, inssmod, and route, as well as common GUI tools. This course also reviews network architectures and topologies, including the standard protocols. The skills developed by students completing this course (in combination with CEN1881C, CEN1882C, and CEN1884C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CEN1882C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1884C LINUX SECURITY (3)

This course covers the fundamentals of security. It examines common security problems, and provides a detailed walk-through of several security-related tools. The course also discusses the proper use of administrative privileges and privacy. The skills developed by students completing this course (in combination with CEN1881C, CEN1882C, and CEN1883C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CEN1883C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN2303C ADMINISTERING A MICROSOFT SQL SERVER DATABASE (4)

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server. The skills developed by students completing this course will help prepare them for the Microsoft Administering a SQL Server certification exam.

Prerequisite: CEN1301C CEN1333C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN2306C IMPLEMENTING AND MANAGING MICROSOFT (4)

This course will give students the knowledge and skills necessary to install, configure, and administer Microsoft Exchange. The skills developed by students completing this course will help prepare them for the Microsoft Exchange certification exam.

Prerequisite: CEN1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN2334C PROGRAMMING A MICROSOFT SQL SERVER (4)

This course provides students with the technical skills required to program a database solution by using Microsoft SQL Server. The skills developed by students completing this course will

help prepare them for the Microsoft Programming a SQL Server Database certification exam.

Prerequisite: CEN1333C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1041C HOME TECHNOLOGY INTEGRATOR + (4)

HTI+ is a vendor-neutral, cross-industry credential providing recognition that a Home Technology Integrator has attained a standard of excellence in the integrated home networks industry. It is based on a set of standards designed to measure mastery of core competencies in the installation, integration and trouble-shooting of: Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), Cable/ Satellite, Broadband, Telecommunications and Structured Wiring. This course helps prepare students to be HTI professionals.

Lec Hrs = 52 Lab Hrs = 12 Oth Hrs = 0 Fees = 150.00

CET1114C DIGITAL TECHNIQUES (5)

The study and application of digital logic circuits. Topics include binary, octal and hexadecimal number systems, Boolean algebra, Karnaugh mapping, logic gates, flip flops, counters, and registers, applications in combinational and sequential logic systems. Extensive laboratory practice.

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1123C MICROPROCESSORS I (4)

Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. Course work includes sophisticated assembly language programming for the MC68000 microprocessor.

Prerequisite: CET1114C or instructor approval.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1317C TECHNICAL COMPUTER APPLICATIONS (3)

Computer applications, including word processing, spreadsheet, an introduction to CAD (Computer-Aided Drafting) and programming in BASIC, with emphasis on the solution of problems in the Engineering Technology fields, for Engineering Technology students.

Prerequisite: EET1015C MTB1325

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1600C CISCO NETWORKING I (4)

This is the first in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction includes, but is not limited to, network terminology and protocols, network standards, network topologies, LANs, WANs, the OSI model, IP addressing, cabling, cabling tools, routers, and router programming. Particular emphasis is given to decision-making and problem-solving techniques. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1610C CISCO NETWORKING II (4)

This is the second in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction includes, but is not limited to, network terminology and protocols, network standards, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, routing, dynamic-routing, and network administrator's role and function. Particular emphasis is given to decision-making and problem-solving techniques. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1600C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1615C CISCO NETWORKING III (4)

This is the third in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction extends the student's knowledge and practical experience with switches and Local Area Network (LAN) and Virtual Local Area Network (VLAN) design, configuration, and maintenance. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1610C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1620C CISCO NETWORKING IV (4)

This is the fourth in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and Frame Relay design, configuration, and maintenance. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1615C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1630C NETWORK CABLEING TECHNOLOGIES (4)

Learn about standards, codes, and emerging trends of LAN cabling. Design and install a cabling system that enhances your LAN topology, maximizes your network performance, and eliminates cabling downtime. Work with the latest equipment to design, install, and troubleshoot copper and fiber optic network systems.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

CET1850C CISCO NETWORK ACAD.: FUNDAMENTALS OF WIRELESS LANs, (4)

This Cisco Networking Academy course in wireless technology focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It offers a comprehensive overview of technologies, security, and design best practices, with particular emphasis on hands-on skills.

Prerequisite: CET1610C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET2131C MICROPROCESSORS II (4)

Analysis of 8 bit and 16/32 bit microprocessors and microcomputers with emphasis on logic, timing and interfacing of the MC 68000 microprocessor. The student will design circuits and programs to interface memory and peripheral devices in a microprocessor based system. Extensive Laboratory practice is an integral part of this course.

Prerequisite: CET1114C CET1123C

Lec Hrs = 56 Lab Hrs = 24 Oth Hrs = 0 Fees = 0.00

CET2133C COMPUTER TECHNOLOGY I (4)

This course will cover the microprocessor technology related to the Intel 8086 and family of microprocessors and microchips. The student will learn the architecture and instruction set and then use machine and assembly language programming to design and implement interfacing from a microprocessor based system to peripheral devices used in instrumentation and engineering applications.

Prerequisite: CET1123C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

CET2489C NETWORKING TECHNOLOGY (2)

This course covers topics in networking technology including OSI communications, networking and services, as well as troubleshooting of networking devices and components. Networking optimization is also included.

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 16.00

CET2491C NETWORK ADMINISTRATION (3)

This course is designed to teach advanced network administration. Topics will include the design and implementation of NDS, advanced network installation and migration, advanced network files system and security, and advanced network printing. Basic knowledge of microcomputer networking is required.

Prerequisite: CET2489C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CET2494C ADVANCED NETWORKING (3)

This course is designed to introduce the student to advanced networking techniques. Topics include Management and Optimization of NetWare 4, setting up and integrating Windows NT servers, setting up TCP/IP, connecting a network to the Internet. Basic knowledge of networking required.

Prerequisite: CET2489C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CET2625C CISCO NETWORKING V (6)

This fifth course in the Cisco Academy curriculum offers lectures, hands-on labs, case studies, and written exercises to give you all the advanced skills needed to configure Cisco routers. Learn the complex concepts and commands necessary to configure Cisco routers for scalable operation in large and/or growing internetworks. Prerequisite: Proof of CCNA certification.

Prerequisite: CET1620C

Lec Hrs = 80 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2626C CISCO NETWORKING VI (5)

This powerful sixth course in the Cisco Academy sequence covers the fundamental and practical knowledge needed to implement Cisco Remote Access Network environments. In the hands-on labs, you will configure ISDN, BRI, and PRI traffic and verify connectivity with common network tools.

Prerequisite: CET2625C

Lec Hrs = 64 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2627C CISCO NETWORKING VII (5)

The seventh course in the Cisco Academy sequence teaches you how to build campus networks using multilayer switching technologies over high speed Ethernet. This course addresses the integration of routing and switching technologies to create an efficient campus network. You will identify the Cisco products and services that services that enable connectivity and traffic transport over Fast Ethernet. Implement necessary services at each layer of the network to all users to obtain membership to multicast groups in a working multilayer switched network.

Prerequisite: CET2625C

Lec Hrs = 64 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2628C CISCO NETWORKING VIII (6)

The final course in the CCNP program teaches you to quickly troubleshoot problems with Cisco router and Catalyst switch internetworks. Remedy communication problems in TCP/IP, IPX/SPX, AppleTalk, and Wide Area Networks. This equipment-intensive class in the most comprehensive troubleshooting course available.

Prerequisite: CET2625C CET2626C CET2627C

Lec Hrs = 80 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2660C CISCO NETWORK ACAD.: FUNDAMENTALS (4)

This Cisco Networking Academy course focuses on security processes, with particular emphasis on hands-on skills in security policy design and management, security technologies, products and solutions, firewall and security router design, installation, configuration, maintenance, AAA implementation using routers and firewalls, Intrusion Detection (IDS) implementation using routers and firewalls, and VPN implementation using routers and firewalls.

Prerequisite: CET1620C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CGS1000 INTRODUCTION TO COMPUTERS (3)

This course provides an introduction to electronic data processing. Topics include basic computer theory, file storage media, input/output devices and number systems. In addition, students will be exposed to the use of applications software. Various lab activities are conducted throughout the course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

CGS1061C COMPUTER CONCEPTS (1)

This course presents an overview of the fundamentals and capabilities of the computer. Students will become familiar with computer concepts, will be introduced to an operating system and operating environment, and will gain a basic understanding of microcomputer applications. This course will satisfy Area 5B general education requirements for the A.A. degree. It will also fulfill the computer competency requirement for some A.A.S./A.S. degree. Students should check the appropriate A.A.S./A.S. degree program sheet for specific course requirements. Various lab activities are conducted throughout this course.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 5.00

CGS1100 INTRODUCTION TO COMPUTER APPLICATION (3)

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means of communication; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 50.00

CGS1508C MICROSOFT SPECIALIST: ADVANCED WORD (3)

This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the use of styles, workgroup editing, graphics, advanced table features, and macros. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Word certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS1510 ELECTRONIC SPREADSHEET (3)

This course provides hands-on applications with a spreadsheet software package. Through Lecture and Lab practices, students will develop skills that create, manipulate and utilize spreadsheets.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 24.00

CGS1518C MICROSOFT SPECIALIST: ADVANCED EXCEL (3)

This course will teach students advanced skills and design concepts necessary for employing Microsoft Excel to provide solutions to complex business problems. This course covers advanced topics in spreadsheet and workbook design, complex formulas, functions, database management, and macro programming. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Excel. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Excel certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS1526C MICROSOFT SPECIALIST: ADVANCED POWERPOINT (3)

This course is designed to develop the advanced Microsoft PowerPoint skills to generate a variety of business presentations. Students will prepare complete presentations for screen, printer, slide presentations, and other multimedia environments. The skills developed by students completing

this course will help prepare them for the Microsoft Office Specialist PowerPoint certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS1535C MICROSOFT SPECIALIST: ADVANCED OUTLOOK (1)

This course will develop advanced skills in a powerful desktop information management (DIM) program that assists in organizing work schedules, tracking files, and communicating with others. The student will use his/her high level skills on all the Microsoft Office software suite (Word, Excel, Access, PowerPoint) to create integrated planners, various integrated application files, and multi-user information sharing through this DIM. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Outlook certification exam.

Prerequisite: CGS1100

Lec Hrs = 12 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

CGS1540C DATABASE MANAGEMENT (3)

This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 24.00

CGS1543C MICROSOFT SPECIALIST: ADVANCED ACCESS (3)

This course teaches students advanced skills and design concepts for employing Microsoft Access to quickly retrieve and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Access programming. This course is valuable for anyone wanting to design and implement powerful database applications, including software developers, analysts, webmasters, programmers, and power users. The skills developed by students completing this course will help prepare them for the Microsoft Office PowerPoint certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS1555C INTRODUCTION TO THE INTERNET (3)

This course will provide students with an introduction to the Internet including the World-Wide Web, a world-wide network of information that resides on the Internet. The Web contains a wealth of information including text, graphics, audio, and video and a wide variety of services such as online libraries, catalogs, shopping, games and various other important resources.

Prerequisite: CGS1000 or CGS1570 or Instructor's approval.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CGS1557C INTERNET SITE DESIGN (3)

This course is intended to provide technical, programming and administrative background and experience for a career with the World-Wide Web. Students should have a working familiarity with the Internet and the World-Wide Web, such as could be gained in CGS1555C, Introduction to the Internet.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CGS1577C PRESENTATION SYSTEMS (3)

Design and develop a multimedia presentation project with linear design. Students will learn the differences between a presentation and an authoring program. The student will use Internet and other on-line resources to research sources of multimedia and learn CD-ROM mastering as well as other platforms for delivery of multimedia. Using audience analysis, defining content outline with storyboards and creating a script, students will create a comprehensive presentation project which can be used in lecture format or as an endless loop to repeat the presentation. Projects will include text, graphics, sound, video, and animation by creating the components in the

program, or importing, or scanning. Using graphic software, graphics and photos can be enhanced and manipulated for importing into the presentation program.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS1601C I-NET + (4)

This course is a vendor-neutral, entry-level course that provides students with baseline technical knowledge and skills of Internet, intranet, and extranet technologies, independent of specific Internet-related career roles. Students will gain a basic knowledge and/or competency of Internet skills and tasks in 5 core content areas: Internet Basics and Clients, Development, Networking, Internet Security, and Business Concepts. The skills developed by students completing this course will help prepare them for the CompTIA I-Net+ certification exam.

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

CGS1820C CIW: DESIGN METHODOLOGY AND TECHNOLOGY: CONCEPTS (3)

This course teaches students how to create and manage Web sites. Students will learn the latest strategies for developing third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. Tools, such as Macromedia's Fireworks, JASC's Paint Shop Pro, and Adobe's Photoshop, will be employed to develop design concepts. This course, in combination with CGS1821C, CGS1822C, CGS1823C and CGS1824C, helps prepare students for the CIW Design Methodology and Technology certification exam.

Prerequisite: CGS1601C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS1821C CIW: DESIGN METHODOLOGY AND TECHNOLOGY: SITE DEVELOPMENT (3)

This course teaches students professional Web site design and production using tools such as Microsoft's FrontPage and Macromedia's Dreamweaver. This course will cover everything from basic Web pages to complex tables and page structure. This course, in combination with CGS1820C, CGS1822C, CGS1823C, and CGS1824C, helps prepare students for the CIW Design Methodology and Technology certification exam.

Prerequisite: CGS1820C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS1822C CIW: DESIGN METHODOLOGY AND TECHNOLOGY: DYNAMIC SITE DEVELOPMENT (3)

This course is designed to teach advanced technologies including: cascading style sheets, frames and target windows, applets, parameters, and object tags. The course includes rich content features such as Dynamic HTML (DHTML), Cascading Style Sheets (CSS), and Extensible Markup Language (XML). Students will learn how to incorporate dynamic features such as Java applets and ActiveX controls, and configure Netscape Navigator and Microsoft Internet Explorer browsers for greater interactive content. This course, in combination with CGS1820C, CGS1821C, CGS1823C, and CGS1824C, helps prepare students for the CIW Design Methodology and Technology certification exam.

Prerequisite: CGS1821C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS1823C CIW: DESIGN METHODOLOGY AND TECHNOLOGY: MULTIMEDIA (3)

This course teaches students how to produce vector-based animated and interactive Web sites. The course will cover everything from the basic interface to advanced button design and form interaction. You will learn about the new multi-media features in products such as Flash, and learn how to take advantage of them. The course uses real-world examples for web animation projects. This course, in combination with CGS1820C, CGS1821C, CGS1822C, and CGS1824C, helps prepare students for the CIW Design Methodology and Technology certification exam.

Prerequisite: CGS1821C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS1824C CIW: DESIGN METHODOLOGY AND TECHNOLOGY: WEB WORKSHOP

(3)

Bringing together all of the concepts and skills developed in previous Designer classes, this project-based course focuses on theory, design, and Web construction, along with information architecture concepts, Web project management, scenario development, and performance evaluation. Using tools, such as Macromedia's Homesite, students will build their own web site. This course, in combination with CGS1820C, CGS1821C, CGS1822C, and CGS1823C, helps prepare students for the CIW Design Methodology and Technology certification exam.

Prerequisite: CGS1822C CGS1823C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS2172 CIW: E-COMMERCE STRATEGIES AND PRACTICES I

(3)

This course teaches students how to conduct business online and explores the technological issues associated with constructing an electronic-commerce Web site. Students will examine strategies and products available for building electronic-commerce sites, examine how sites are managed, and explore how they can complement an existing business infrastructure. This course, in combination with CGS2173C, prepares students for the CIW E-Commerce Strategies and Practices certification exam.

Prerequisite: CGS1601C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CGS2173C CIW: E-COMMERCE STRATEGIES AND PRACTICES II

(4)

In this course, students will implement a genuine transaction-enabled business-to-consumer Web site. They get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. This course, in combination with CGS2172, prepares students for the CIW E-Commerce Strategies and Practices certification exam.

Prerequisite: CGS2172

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS2263 LOCAL AREA NETWORKING

(3)

This course is designed as a comprehensive study of microcomputer networking. Topics include the selection, installation, maintenance, and management of network software and hardware.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CGS2554C E-COMMERCE WEB DEVELOPMENT

(3)

This course teaches development of E-Commerce web sites for back-end server applications. It stresses development of database information and manipulation for web delivery. Students should have complete knowledge of HTML and database management, before taking this course. Students will conceptualize and develop E-Commerce web sites.

Prerequisite: CGS1540C CGS1557C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS2810C HELP DESK

(4)

This course is designed to teach students the skills they need to effectively provide technical support to computer users. The course explores topics such as customer service, help desk operations, help desk management, needs assessment, training, and facilities management. Students will learn troubleshooting techniques, installation procedures, end user documentation skills, and product evaluation strategies.

Prerequisite: CDA1302C CDA1403C CEN1509C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS2815C SUPPORTING MICROSOFT OFFICE

(2)

This course is designed to teach students the skills they need to effectively provide technical support for Microsoft Office end users. The course covers topics such as macro viruses, file security, printing, and application configuration. Students will

learn installation procedures and troubleshooting techniques, and strengthen their problem-solving skills.

Prerequisite: CGS1508C CGS1518C CGS1526C CGS1543C

Lec Hrs = 24 Lab Hrs = 8 Oth Hrs = 0 Fees = 40.00

CGS2871C MULTIMEDIA AUTHORIZING I

(3)

This course provides an introduction to multimedia authoring using interactive software to create training materials for educational, Internet, Kiosks, and CD ROM delivery. Development of multimedia integrates graphics, sound, animation, text, and video into interactive applications. Multimedia authoring software such as Macromedia's Authorware (or similar) will be used.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 28.00

CGS2872C STREAMING MEDIA FOR THE WEB

(3)

Students will learn how to create professional quality streaming audio and video content for the web using programs like Sound Forge, Adobe Premiere, and various other industry specific software applications. Additional topics covered include integrating streaming audio and video into web pages and email, SMIL authoring, creating narrated screen capture tutorials, and live broadcasting. A strong emphasis is placed on both real world and distance learning applications.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS2874C MULTIMEDIA AUTHORIZING II

(3)

Continuation of multimedia CGS2871C with emphasis on functions and variables and development of complex interactive titles for cross platform delivery. Custom variables will be created. In-depth projects will be developed using video, audio, text, and graphics while controlling the program direction, testing, and debugging. Hypertext and development of on-line help modules and documentation will be included in the projects.

Prerequisite: CGS2871C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS2877C WEB ANIMATION

(3)

Web developers use Flash (or another animation tool) to create beautiful, resizable, and extremely small and compact navigation interfaces, technical illustrations, long-form animations, and dazzling effects for web sites and other Web-enabled devices (such as WebTV). Students will create graphics and animations using drawing tools or imported vector artwork; animate that artwork; and make interactive movies.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CHD1320 CURRICULUM PLANNING FOR EARLY CHILDHOOD PLANNING

(3)

Content and methods of planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical and creative development. Lesson plan formats and daily scheduling will be covered.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1331 CREATIVITY FOR YOUNG CHILDREN

(3)

This course offers an understanding of theory in children's art, music, and movement activities and their practical classroom application through process oriented and teacher activities.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1334 CHILDREN'S LITERATURE AND LANGUAGE ARTS

(3)

This historical perspective will guide a study of qualitative books, such as fairy tales, folk tales, poems, and nursery rhymes. The role of the teacher in the child's acquisition of communications skills will be investigated.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1338 MATH AND SCIENCE FOR THE YOUNG CHILD

(3)

Designed to foster understanding of the development of mathematical thinking and the mental ability of the preschool

child. The science portion will enable the pupil to become familiar with the concept and techniques of "sciencing."
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1940 PRACTICUM 1: OBSERVATION AND EVALUATION: PRACTICUM I (3)

Offers an opportunity to observe children in child care settings, gain understanding of their behavior and evaluate their environments.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 13.00

CHD2441 PRACTICUM II (3)

Facilitates practical experiences in techniques of early childhood education. Requires qualified supervision in a school or center for preschool education.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

CHD2800 ADMINISTRATION AND MANAGEMENT IN EARLY CHILDHOOD EDUCATION (3)

This course will emphasize the design and operation of a childcare facility. Classroom exposure will emphasize and assess site selection, building design and supervisory functions, equipment selection, activity planning, scheduling, financing, budgeting, record-keeping, and marketing.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1025 INTRODUCTION TO CHEMISTRY (3)

Selected topics from general chemistry and organic chemistry. Topics covered include chemical measurements, stoichiometry, atomic structure, periodic table, chemical bonding, inorganic compound nomenclature and formula writing, gases, liquids, solids, solutions, acid-base chemistry, oxidation-reduction chemistry, energy, hydrocarbon nomenclature, functional groups of organic chemistry, and nuclear chemistry. Meets Area 4B general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1025L INTRODUCTION TO CHEMISTRY LAB (1)

Laboratory experiments to accompany CHM1025. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024 REA0006C

Pre or Corequisite: CHM1025

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CHM1033 CHEMISTRY FOR HEALTH SCIENCES (3)

Selected topics from general chemistry, organic chemistry and biochemistry. This course is designed specifically for Nursing and other Allied Health Technology students. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1033L CHEMISTRY FOR HEALTH SCIENCES LAB (1)

Laboratory exercises to accompany CHM1033; including Inorganic, Organic and Biochemical experiments. Placement by Testing Department or

Prerequisite: MAT0024

Pre or Corequisite: CHM1033

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CHM1040 GENERAL CHEMISTRY A

(EXPANDED SEQUENCE) (3)

First course of a three semester expanded sequence CHM1040, CHM1041, CHM1046E. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1041; and CHM1046L to be taken with CHM1046E. This course introduces students to chemical measurement, stoichiometry, atomic structure, the periodic table, chemical bonding, inorganic formula writing and the naming of inorganic

compounds and changes in energy. 3 hrs. lec/wk. Meets Area 4B general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1041 GENERAL CHEMISTRY B (EXPANDED SEQUENCE) (3)

Second course of a three semester sequence, CHM1040, 1041, 1046E. This sequence includes two labs; CHM1045L to be taken concurrently with CHM1041 and CHM1046L to be taken with CHM1046E. This course further develops modern chemical concepts, including, gases, liquids, solids, solution, acid base chemistry, ionic reactions, oxidation reduction, thermodynamics and descriptive chemistry of non-metals. 3 hrs lec/wk. Meets Area 4B general education requirements for A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: CHM1040

Pre or Corequisite: CHM1045L MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1045 GENERAL CHEMISTRY I (3)

First course in a two term sequence, CHM1045 and CHM1046. This sequence includes two labs CHM1045L to be taken concurrently with CHM1045; and CHM1046L to be taken with CHM1046. Topics covered include chemical measurements, stoichiometry, atomic structure, periodic table, chemical bonding, inorganic compounds nomenclature and formula writing, gases, liquids, solids, solutions, acid base chemistry and ionic reactions and descriptive chemistry of non-metals.

To enroll, students must have had some Chemistry at the high school or college level. Meets Area 4B general education requirements for the A.A. degree. Meets Area 4 or 5 general education general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAC1105

Pre or Corequisite: CHM1045L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1045L GENERAL CHEMISTRY I LAB (1)

Laboratory experiments to accompany CHM1041 or CHM1045. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: CHM1045

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

CHM1046 GENERAL CHEMISTRY II (3)

Final course in the two semester sequence, CHM1045, and CHM1046. This sequence includes two labs: CHM1045L to be taken concurrently with CHM1045 and CHM1046L to be taken with CHM1046. Topics covered include oxidation reduction, chemical and ionic equilibrium, kinetics, electrochemistry, coordination chemistry, thermodynamics, nuclear chemistry, an introduction to organic chemistry and highlights of descriptive chemistry of metals. Meets Area 4B general requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: CHM1045 CHM1045L

Pre or Corequisite: CHM1046L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1046E GENERAL CHEMISTRY C (EXPANDED SEQUENCE) (3)

Final course of the three semester expanded sequence, CHM1040, CHM1041, CHM1046E. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1041; and CHM1046L to be taken with CHM1046E. Topics covered include: equilibrium, thermodynamics, electrochemistry, coordination chemistry, descriptive chemistry

of metals, nuclear chemistry and an introduction to organic chemistry. 3 hrs. lec./wk. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or
Prerequisite: CHM1040 CHM1041 CHM1045L MAC1105
Pre or Corequisite: CHM1046L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1046L GENERAL CHEMISTRY II LAB (1)
Laboratory experiments to accompany CHM1046 or CHM1046E. Prerequisite: CHM1041 or CHM1045 and CHM1045L with a grade of "C" or higher. Corequisite: CHM1046 or CHM1046E. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or
Prerequisite: CHM1045 CHM1045L
Pre or Corequisite: CHM1046
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

CHM1093 PRINCIPLES OF CHEMISTRY FOR TEACHER (3)
This course is designed for middle and high school science teachers. This course covers the basic principles of chemistry with applications of these principles to every day phenomena. Lectures will include hands on activities and demonstrations. This course will not satisfy the general education requirements for the A.A. degree. Placement by Testing Department.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1094 PRINCIPLES OF CHEMISTRY FOR TEACHER (3)
This course is designed for middle and high school science teachers and continues the discussion of the basic principles of chemistry and the practical application of those principles that were the focus of CHM1093. This course will not satisfy the general education requirements for the A.A. degree. Placement by Testing Department or
Prerequisite: CHM1093
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1210 QUANTITATIVE ANALYSIS (3)
This course deals with methods of quantitative chemical analysis using instruments and techniques such as the analytical balance, titration, spectrophotometer, chromatography, and electrochemistry. Application of quantitative analysis, sample collection and treatment, and reliability of data will be discussed. Placement by Testing Department or
Prerequisite: CHM1025 CHM1025L
Pre or Corequisite: CHM1210L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1210L QUANTITATIVE ANALYSIS LAB (2)
This course consists of laboratory experiments and activities to complement lecture topics in CHM1210. Placement by Testing Department or
Prerequisite: CHM1025 CHM1025L
Pre or Corequisite: CHM1210
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

CHM2210 ORGANIC CHEMISTRY I (3)
First part of a two course sequence presenting the structure, preparation, reaction, and nomenclature of various classes of hydrocarbons and their derivatives. Reaction electronic mechanisms are interpreted and unified in the light of modern theory. Three hours weekly. Placement by Testing Department or
Prerequisite: CHM1046 CHM1046L
Pre or Corequisite: CHM2210L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM2210L ORGANIC CHEMISTRY I LABORATORY (1)
Organic laboratory experiments and preparations to accompany CHM2210. Special fee charged. Placement by

Testing Department or
Prerequisite: CHM1046 CHM1046L
Pre or Corequisite: CHM2210
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

CHM2211 ORGANIC CHEMISTRY II (3)
Second of the two-part organic chemistry course. A continuation of the study of the remaining classes of organic compounds including use of spectroscopic methods and an introduction to bio-organic molecules. Three hours weekly. Placement by Testing Department or
Prerequisite: CHM2210 CHM2210L
Pre or Corequisite: CHM2211L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM2211L ORGANIC CHEMISTRY II LAB (1)
Appropriate experiments and preparation to compliment CHM2211. Special fee charged. Placement by Testing Department or
Prerequisite: CHM2210 CHM2210L
Pre or Corequisite: CHM2211
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

CIS2321 SYSTEMS DEVELOPMENT AND DESIGN (3)
This course surveys systems and procedures of internal control. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications.
Prerequisite: COP1334C
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CIS2342 DESIGNING DATA SERVICES AND DATA MODELS (3)
This course teaches students to analyze business requirements to determine data storage and data access requirements. Students will learn to build data models and design data services.
Prerequisite: COP1334C
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CIS2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJC2000 INTRODUCTION TO CORRECTIONS (3)
Introduction to the historical events and social issues that have shaped the corrections (prison/jail) system in the U.S., and an examination of contemporary corrections in terms of structure, clients, management, staff, programs and prisoners' rights.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJC2162 PROBATION AND PAROLE PROCEDURES (3)
Examines this important community-based treatment aspect of the corrections system, reviews philosophy and development, the pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0273 LAW ENFORCEMENT VOLUNTEER (3)
This course is prerequisite to certification as a law enforcement auxiliary. The content includes an introduction to basic law, traffic, investigation and medical first responder.
Lec Hrs = 102 Lab Hrs = 0 Oth Hrs = 0 Fees = 89.76

CJD0741 EMERGENCY PREPAREDNESS CORRECTIONS (1)
This course defines operational procedures when dealing with emergency situations. Course will include riot and disturbance

control, handling unusual occurrences, hostage procedures and firefighting principals.

Lec Hrs = 26 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0752 CORRECTIONAL OPERATION (2)

This course defines the daily operational procedures of the correctional facility. Course includes inmate supervision, transportation, booking procedures, patrol concepts and disciplinary procedures.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0770 CRIMINAL JUSTICE LEGAL 1 CORRECTIONS (1)

This course will provide the basics of ethical behavior, the purpose of laws, components of the U.S. Constitution, legal terms related to various tasks performed on the job. The student will be introduced to the historical and philosophical background of the Criminal Justice System.

Lec Hrs = 46 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0771 CRIMINAL JUSTICE LEGAL 2 CORRECTIONS (0)

This course is designed to provide the basic provisions of the U.S. Constitution, comprehension of Florida Statute terms, concepts of evidence, arrest laws, civil law, elements of criminal mischief and various offenses.

Lec Hrs = 22 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0773 INTERPERSONAL SKILLS 1 CORRECTIONS (2)

This course presents definition of human behavior, characteristics of juvenile offenders and human diversity interaction. Dealing with the mentally retarded, physically handicapped and substance abusers are included in theories and application techniques.

Lec Hrs = 62 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0781 CROSS OVER LAW ENFORCEMENT (1)

With all co-requisites, this course enables a certified correctional officer to sit for the state law enforcement certification examination. This course meets all requirements of the Florida Criminal Justice Standards and Training Commission.

Corequisites: CJD0723, CJD0730, CJD0731, CJD0723, CJD0734.

Pre. or Corequisite: CJD0723 CJD0730 CJD0731 CJD0732 CJD0734

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0790 CORRECTIONAL PROBATION LEGAL (2)

This course presents the structure and components of the Florida Criminal Justice System and the laws within which a Correctional Probation Officer works.

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0791 CORRECTIONAL PROBATION OPERATIONS (0)

This course presents the operational procedures for Correctional Probation Officers.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0792 CORRECTIONAL PROBATION INTERPERSONAL SKILLS (2)

This course presents characteristics and behaviors of certain abnormal people and strategies for dealing with them, explores the facets of human diversity, and develops an understanding of the causes of stress with methods of coping.

Lec Hrs = 68 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0793 CORRECTIONAL PROBATION COMMUNICATION SKILLS (2)

This course will improve the effectiveness of reporting for a Correctional Probation Officer. Topics include information sources, interviewing, procedures and writing reports.

Lec Hrs = 70 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0794 CORRECTIONAL PROBATION SUPERVISION (1)

This course presents the characteristics and behaviors of people a Correctional Probation Officer must supervise and strategies for dealing with individuals of that population.

Lec Hrs = 54 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0795 CORRECTIONAL PROBATION FIREARMS (0)

This course introduces firearm, presents the nomenclature and safety rules, and familiarizes the student with good shooting habits.

Lec Hrs = 2 Lab Hrs = 14 Oth Hrs = 0 Fees = 31.60

CJD0796 LEGAL CROSS-OVER CPO TO LEO (1)

This course presents material on legal topics which enables a Florida Correctional Probation officer to cross over to a Law Enforcement Officer without having to complete the entire basic training courses.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0797 CROSS-OVER CORRECTIONAL PROBATION TO LAW ENFORCEMENT (1)

This course presents material on Communications and Interpersonal Skills topics which enable a Florida Correctional Probation Officer to cross over to a Law Enforcement Officer without having to complete the entire basic Law Enforcement training courses.

Lec Hrs = 46 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD1420 CORRECTIONAL LAW (3)

A course in practical law for correctional personnel. Study includes law regulating use of force, civil rights of prisoners, constitutional law, legal service, disciplinary procedures, parole and current case law.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD1762 CRIMINAL JUSTICE COMMUNICATIONS (3)

This course is designed to teach the student those communication skills which are essential for the law enforcement officer, such as taking statements, report writing and procedures, use of radio, and interviewing and interrogation techniques. Acceptance into the A.S. Criminal Justice Academy-track degree program is a prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD1763 INTERPERSONAL SKILLS IN CRIMINAL JUSTICE (3)

A study of skills needed by police officers to deal with citizens in general and special needs citizens, such as the elderly, juveniles, mentally handicapped, and those in crisis. Special emphasis is also placed on stress recognition and reduction among police officers. Acceptance into the A.S. Criminal Justice Academy-track degree program is a prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD2250 INTERVIEWS AND INTERROGATIONS (3)

This course is designed to cover the techniques, methods, principles and issues of interviews and interrogations for criminal justice officers and investigators. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE1300 INTRO TO CRIMINAL JUSTICE ADMINISTRATION (3)

Introduction to principles of administration and managerial concepts characteristic of criminal justice organizations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE2170 COMPARATIVE WORLD POLICE AGENCIES (3)

A survey of contemporary foreign law enforcement and criminal justice systems. Includes the operational and philosophical differences emerging from various cultural and legal systems.

This course will include case and group studies of selected countries.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE2400 POLICE COMMUNITY RELATIONS (3)

A consideration of the significance of establishing good working relationships between the police and the public, including the complex factors that lead to successful police community relations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0005 INTRODUCTION AND LAW (1)

This course presents the foundation of modern law enforcement. Topics include Constitutional Law, Values and Ethics, and Community Oriented Policing.

Lec Hrs = 53 Lab Hrs = 0 Oth Hrs = 0 Fees = 4.87

CJK0010 HUMAN ISSUES (2)

In this foundation course, the student will explore the human issues encountered by the law enforcement officer. The issues are categorized into human diversity, mental illness and the physically challenged.

Lec Hrs = 63 Lab Hrs = 0 Oth Hrs = 0 Fees = 4.87

CJK0015 COMMUNICATIONS (2)

This presents topics of street gangs, the elderly, interviewing, officer survival and crisis intervention. Emphasis is on communications: sources, procedures and documentation.

Lec Hrs = 61 Lab Hrs = 0 Oth Hrs = 0 Fees = 4.87

CJK0020 VEHICLE OPERATIONS (1)

This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement environment. A demonstration of proficiency is required.

Lec Hrs = 16 Lab Hrs = 24 Oth Hrs = 0 Fees = 71.52

CJK0030 FIRST RESPONDER (1)

This course provides life-saving skills development in emergency medical situations appropriate for the law enforcement first responder, including: CPR, communicable diseases and hazardous materials.

Lec Hrs = 33 Lab Hrs = 16 Oth Hrs = 0 Fees = 40.15

CJK0040 WEAPONS (2)

This course develops proficiency with the semi- auto pistol used by a law enforcement officer. Qualification is required at various lighting levels.

Lec Hrs = 4 Lab Hrs = 60 Oth Hrs = 0 Fees = 283.35

CJK0050 DEFENSIVE TACTICS (3)

This course provides skills development for the officer, appropriate for the threat level, within Florida law. Demonstration of proficiency is required.

Lec Hrs = 4 Lab Hrs = 102 Oth Hrs = 0 Fees = 225.16

CJK0060 PATROL (1)

This course explores the law enforcement officer's various activities while on patrol; the process of arrest, responding to alarms and documentation of each activity.

Lec Hrs = 54 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.50

CJK0070 INVESTIGATIONS (1)

This course presents the general process and procedure for conducting and investigating: responding to the scene, preliminary investigation, processing the crime scene and follow-up investigations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.50

CJK0075 INVESTIGATING OFFENSES (1)

This course presents the investigative process and requirements for specific types of offenses. Included are the investigation of Domestic Violence, Child Abuse, Abuse of the

Elderly, Missing/Endangered Persons, Death Cases, Fugitives and Emotionally Disturbed persons.

Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.50

CJK0080 TRAFFIC STOPS (1)

This course presents the procedures and safety issues when dealing with the vehicle and driver in common circumstances of the law enforcement officer: Unknown Risk, High Risk, D.U.I. and Unattended vehicles.

Lec Hrs = 51 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.50

CJK0085 TRAFFIC CRASH INVESTIGATIONS (1)

This course develops the necessary knowledge and skills for an officer to investigate a Florida traffic crash.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.50

CJK0090 TACTICAL APPLICATIONS (1)

This course explores the knowledge and procedures necessary for an officer engaging in various activities, to include: court process, bombs and explosives, and crowd control.

Lec Hrs = 54 Lab Hrs = 0 Oth Hrs = 0 Fees = 14.38

CJK0441C POLICE SERVICE AIDE (3)

This course (with specified corequisites) is designed to provide students the minimum skills necessary to perform the duties of a Police Service Aide (PSA) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640 .

Corequisite: CJK0451 CJK0442
Lec Hrs = 94 Lab Hrs = 16 Oth Hrs = 0 Fees = 32.83

CJK0442 TRAFFIC ACCIDENT/CRASH INVESTIGATION (2)

This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640 .

Lec Hrs = 68 Lab Hrs = 12 Oth Hrs = 0 Fees = 5.15

CJK0451 PARKING ENFORCEMENT SPECIALIST (0)

This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640 .

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.15

CJL1062 CONSTITUTIONAL LAW (3)

An examination of the U.S. Constitution, its amendments and its impact on present day criminal justice practitioners. 3 hrs. Lec.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL1100 CRIMINAL LAW (3)

Course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws. 3 hrs. lec.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL1130 CRIMINAL EVIDENCE AND COURT PROCEDURES (3)

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom procedures. 3 hrs. lec.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL2060 CIVIL RIGHTS (3)

A survey course of the Federal Rights legislation to include the 13th through 15th Amendments of the Reconstruction Era and the Civil Rights legislation of the 60's. Special topics include consideration of the American Disabilities Act, Age Discrimination in Employment Act, Equal Employment

Opportunities Act, Equal Pay Act, Affirmative Action, and Sexual Harassment.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2100 CRIMINAL INVESTIGATION (3)

The investigation activity of a police department is studied to evaluate its organization, function and relationship with other divisions and agencies. Emphasis is placed on the procedural aspects and methodology employed in the investigative process. The student will know the elements of preliminary and follow-up investigations, to include methods of crime scene search, collection and preservation of evidence, and chain of custody concepts.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2110 INTRODUCTION TO CRIMINALISTICS (3)

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Special fee charged. 1 hr. Lec. 2 hrs. Lab.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 15.00

CJT2115 ADVANCED FORENSIC INVESTIGATION (3)

This course explores the scientific and investigative methods used to solve serious crimes against persons. Topics include distinguishing between causes of death, such as accidental, suicide or homicide; the use of autopsies; child and elderly abuse investigation. (NOTE: this course utilizes graphic material that may make some students uncomfortable.) Instructor's approval or

Prerequisite: CJT2100 CJT2110

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2120 FORENSIC PHOTOGRAPHY (3)

This course will develop the specific skills with emphasis on photography utilized in the processing of evidence from collection through identification, evaluation and preparation for the courtroom. Special fee charged. 1 hr Lec 2 Hrs. Lab.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 30.00

CJT2130 CRIMINALISTICS PRACTICUM (3)

The knowledge and skills developed in the prerequisites are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Special fee charged. 1 hr. lec. 2 hrs. lab.

Prerequisite: CJT2100 CJT2110 CJT2120

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 30.00

CJT2250 POLYGRAPH THEORY AND OPERATIONS (3)

Includes the history and development of the polygraph with further emphasis on mechanics of instrument operation, maintenance and calibration. Course offered through Deception Control, Inc. Ft. Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2251 TEST QUSTN CONSTR & SEMANTICS/PERSO (3)

The construction of test questions appropriate to the personnel aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2252 TEST QUSTN CONSTR & SEMANTICS/CRIMI (3)

The construction of test questions appropriate to the criminal case aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2253 CHART ANALYSIS, VALIDITY AND RELIAB (4)

Validity and reliability of the polygraph is examined, along with an in-depth consideration of chart analysis. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2254 POLYGRAPH OPERATIONS PRACTICUM (3)

Types of polygraph techniques and examinations are considered with emphasis on conducting examinations in role playing situations in the laboratory. Course offered through Deception Control, Inc., Fort Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2362 FIRST RESPONDER (3)

This course is designed to teach the student proper first responder techniques used by law enforcement officers in emergency medical situations and also to make the student aware of important health issues, such as communicable diseases, that may impact an officer's duties. Acceptance into the A.S. Criminal Justice Academy-track degree program is a prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2820 PRIVATE SECURITY ADMINISTRATION (3)

An overview of security systems and their organizations, as found in retail, industrial and governmental agencies.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2840 LEGAL ASPECTS OF PRIVATE SECURITY (3)

An overview of the legal aspects and proscriptions involved in retail, industrial, governmental agency and personnel security.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CLP2000 PSYCHOLOGY OF ADJUSTMENT (3)

A basic study of personality, psychological remediation and maintenance. Focus is given to topics related to motivation, frustration, aggression, stress, conflict, affection development and personal adjustment. Recommended for students who do not intend to take PSY2012.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

COM2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a students field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

COP1000C INTRODUCTION TO COMPUTER PROGRAMMING (3)

This course provides the beginning programming student with the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, and iteration. The course is designed to promote good programming practices for further study of other programming languages.

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP1120 COBOL I (3)

The COBOL programming language is taught in a structured format. Through lectures and laboratory practices, students develop programming ability in the COBOL language. Emphasis is placed on sequential file processing and the creation of different reports. Creation of disk files is also covered. Instructor's approval or

Prerequisite: CGS1000

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP1170 PROGRAMMING IN BASIC (3)

This course provides a study of programming utilizing the BASIC language. Emphasis is placed on the development of computer problem-solving skills and structured programming techniques in business, engineering, mathematics, science, and other related fields. Lectures and discussions are

supplemented by assigned laboratory work in which microcomputers or mainframes are utilized.

Prerequisite: MAT0024

Pre or Corequisite: CGS1000

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP1334C INTRODUCTION TO C++ (3)

This course provides an introduction to computer program design and development using the C++ language. A structured, multi-phase, program development process featuring a series of steps involving problem definition, top-down design, and formal program specification is stressed. The course is intended to provide the novice programming student with the techniques needed to develop well-documented, structured computer programs. Students who do not possess computer programming experience are strongly encouraged to complete COP1000C (Introduction to Computer Programming) before attempting this course.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP1337C INTERMEDIATE C++ PROGRAMMING (3)

This course continues the study of structured programming and the C++ language begun in COP1334C. Topics will include classes, polymorphism, inheritance, streams, templates, exception handling dynamic memory allocation, and memory management. An introduction to data abstraction and data structures is also included.

Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP1341 UNIX (3)

Through the use of shell scripts, text processing, electronic mail, utilities and editors, students study the UNIX operating system to fulfill user needs in the business/scientific programming environments.

Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP1343C SUN: SOLARIS SYSTEM ADMINISTRATION (4)

This course provides students with the necessary knowledge and skills to perform essential system administration tasks in the current Solaris OE, such as installing software, managing file systems, performing system boot procedures, performing user and security administration, managing network printers and system processes, and performing system backups and restores. The skills developed in this course will help prepare students for the Sun Certified System Administrator for the Solaris Operating Environment, part I exam.

Prerequisite: COP1341

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

COP1344C SUN: ADVANCED SHELL SCRIPTING (4)

This course provides students with the skills to read, write and debug UNIX shell scripts. The course begins by describing simple scripts to automate frequently executed commands and continues by describing conditional logic, user interaction, loops, menus, traps, and functions. This course is intended for system administrators who have mastered the basic Solaris™ Operating Environment (OE) and who would like to read and understand the various boot scripts and write their own scripts to automate their day-to-day tasks. This course explores, in detail, the Bourne and Korn shell scripting languages.

Prerequisite: COP1343C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

COP1345C SUN: SOLARIS SYSTEM ADMINISTRATION (4)

This course provides students with the necessary knowledge and skills to perform network basics, manage virtual file systems and core dumps, manage storage volumes, control access and configure system messaging, set up naming services, and perform installation procedures. The skills developed in this course will help prepare students for the Sun Certified System Administrator for the Solaris Operating

Environment, part II exam.

Prerequisite: COP1343C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

COP1802C CIW: JAVASCRIPT FUNDAMENTALS (2)

This CIW certification course teaches developers how to use the features of the JavaScript language and design client-side, platform-independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. This course, in combination with COP1806C, prepares students for the CIW Web Languages certification exams.

Prerequisite: CGS1601C

Lec Hrs = 24 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

COP1806C CIW: PERL FUNDAMENTALS (3)

This CIW certification course teaches students how to fully utilize the Perl programming language. Students learn the Perl syntax, the basics of using regular expression, how to use Perl data types, and how to access and manipulate files. Students are also introduced to database connectivity and debugging techniques. This course, in combination with COP1802C, prepares student for the CIW Web Languages certification exams.

Prerequisite: CGS1601C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

COP2171C VISUAL BASIC PROGRAMMING (3)

This course teaches how to create Visual Basic based programs. Students write programs that access databases, use OLE to integrate applications, and act as an OLE Server and as an add-in. This class assumes a working knowledge of Basic Programming (COP1170).

Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP2227C SOLUTION ARCHITECTURES (3)

This course provides students with the knowledge and skills necessary to analyze business requirements in a given scenario and then define technical solution architectures that will optimize business results by using Microsoft development tools.

Prerequisite: CGS1100

Pre or Corequisite: CIS2321

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2331C OBJECT-ORIENTED DESIGN AND PROGRAMMING (3)

This course focuses on objects as the basis for system development. Students will learn to use object-oriented analysis and design techniques to document system requirements and design object-oriented solutions. CC++ will then be used to implement those solutions.

Prerequisite: COP1337C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

COP2700C DATABASE PROGRAMMING USING SQL (3)

This course provides the student with a solid foundation in Relational Database Management Systems and RDBMS technology. It emphasizes an end-to-end solution, beginning with requirements and progressing through conceptual design, logical database design, physical database design, and implementation, using a RDBMS and the SQL language. It involves extensive database manipulation and querying using SQL. It also stresses transaction management concepts, data integrity constraints, and performance issues.

Prerequisite: CGS1540C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2701C ACCESS VBA PROGRAMMING (3)

This course provides students with the comprehensive knowledge and skills necessary to implement application programming concepts and procedures, and to apply these

skills to design, develop, and implement solutions based on Access for Windows.

Prerequisite: CGS1540C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2706C BUSINESS DEVELOPMENT USING

VISUAL BASIC

(3)

This course will teach visual basic programmers, who currently build desktop applications and access corporate databases, the basics of how to build three tiers client/server solutions.

Prerequisite: COP2821C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2707C CLIENT SERVER DEVELOPMENT USING DELPHI

(3)

This course covers the concepts of a database engine that allows the user to create and manipulate tables for the purpose of client and server relationships. Programming and data controls are utilized.

Prerequisite: CGS1540C COP1334C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2708C DISTRIBUTED APPLICATIONS PROGRAMMING

(3)

This course provides the student with a comprehensive understanding of the common object request broker architecture. The student will practice the mechanisms by which objects transparently make request and receive responses through an application framework between objects, different languages, and different machines.

Prerequisite: COP1000C COP2745C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2740C INTRODUCTION TO ORACLE: SQL AND PL/SQL

(4)

This course offers students an extensive introduction to data server technology. This class covers the concepts of relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hand-on practice reinforce the fundamental concepts. This class is designed to prepare students to successfully complete the Oracle Application Developer and Database Administrator certification exams.

Prerequisite: CIS2342 COP1334C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2741C ORACLE DBA: DATABASE ADMINISTRATION FUNDAMENTALS I

(4)

This course is designed to give the Oracle Database Administrator (DBA) a firm foundation in basic administrative tasks. Through instructor-led learning, structured hands-on practices, and challenge-level exercise labs, the DBA will gain the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. This course is designed to prepare students to successfully complete the Oracle Database Administrator certification exams.

Prerequisite: COP1341 COP2740C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2742C ORACLE DBA: DATABASE ADMINISTRATION FUNDAMENTALS II

(4)

In this course, students will develop skills for basic network administration, and learn several methods to backup and to recover an Oracle database. Hands-on exercises will give students experience in a realistic technical environment. The skills developed in this class will help prepare students for one of the Oracle DBA certification exams.

Prerequisite: COP2741C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2744C ORACLE DBA: PERFORMANCE TUNING

(4)

This course will introduce students to the importance of good initial database design, and the methods used to tune a production Oracle database. The focus is on Database and Instance tuning, rather than specific operating system performance issues. Using available Oracle tools, students will learn how to recognize, trouble-shoot, and resolve common performance related problems in administering an Oracle database. The skills developed in this class will help prepare students for one of the Oracle DBA certification exams.

Prerequisite: COP2742C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2745C ORACLE DEVELOPER: DEVELOP PL/SQL PROGRAM UNITS

(4)

This course enables students to learn how to write PL/SQL procedures, functions and packages. Working in both the Procedure Builder and the SQL*Plus environments, students will learn how to create and manage PL/SQL program units and database triggers. Students will also learn how to use some of the Oracle-supplied packages. This course is designed to prepare students to successfully complete one of the Oracle Application Developer certification exams.

Prerequisite: COP2740C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2746C ORACLE DEVELOPER: BUILD INTERNET APPLICATIONS I

(4)

In this course, students will build and test interactive internet applications. Working in a graphical user interface (GUI) environment, students will learn how to customize forms with user input items such as check boxes, list items, and radio groups. They will also learn how to modify data access by creating event-related triggers. This class is designed to prepare students for one of the Oracle Application Developer certification exams.

Prerequisite: COP2745C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2800C PROGRAMMING IN JAVA

(3)

This course introduces students to the JAVA Programming Language. Projects will focus on object-oriented programming techniques to create JAVA applications for performing Internet transactions.

Prerequisite: COP1337C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2801C JAVASCRIPTING

(3)

This course will teach students to write JavaScript that can be executed on any computer running compatible software. These programs will be created using this object-based scripting language and designed to interact over the Internet or any other similar network with an appropriate Web Browser. Students will learn JavaScript structure and syntax, how to interact with environment variables, use event handlers, perform form validation, create rollover effects and receive an overview of working with cookies. Students will conceptualize and develop interactive web sites using the full features of JavaScript.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

COP2805C SUN: ADVANCED JAVA PROGRAMMING

(3)

This course teaches students advanced Java programming, object-oriented programming with Java, graphical user interfaces (GUIs) creation, exceptions, file input/output (I/O), threads, and networking. The skills developed in this class will help prepare students for the Sun Java Programmer certification exam.

Prerequisite: COP1341 COP2331C COP2800

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

COP2821C VISUAL BASIC DEVELOPMENT

(3)

This course focuses on how to create an active X control, how to create a component object model (COM), how to incorporate active X and COM components within a visual basic program,

how to write visual programs that access a database, and how to incorporate Internet technologies into a visual application.
 Prerequisite: COP2171C
 Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

CPO2002 INTRODUCTION TO COMPARATIVE GOVERNMENT (3)

This course is a survey of political systems in the developed and the underdeveloped world. Democratic, non-Democratic, unitary and Federal systems will be analyzed and contrasted. Also the European community will be examined as an example of multinational cooperation.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CPO2140 GOVERNMENT AND POLITICS OF SPAIN (3)

An introduction to the understanding of Spain's governmental process, with emphasis on the structure of Spanish politics, the constitutional framework, the working of the bureaucracy, and the role of interest groups within the context of Spain's constitutional setting.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 29.00

CRW1001 CREATIVE WRITING I (3)

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction, and/or drama.
 Prerequisite: ENC0020 ENC0021

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1100 FICTION WRITING (3)

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Instructor's approval or

Prerequisite: ENC1101
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1200 MAGAZINE WRITING (3)

Student writing as the basis for critical discussions with emphasis on analysis of the elements or article writing. Instructor's approval or

Prerequisite: ENC1101
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1300 POETRY WRITING (3)

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Instructor's approval or

Prerequisite: ENC1101
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2002 CREATIVE WRITING WORKSHOP II (3)

A continuing development of creative writing ability.

Prerequisite: Instructor approval or

Prerequisite: CRW1001
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2005 ADVANCED CREATIVE WRITING WORKSHOP (1)

A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or

Prerequisite: CRW2002
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2006 ADVANCED CREATIVE WRITING WORKSHOP (3)

A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or

Prerequisite: CRW2002
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0000 CLAST (0)

Prerequisite: ENC1101 MAT1033

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0001 CLAST RETAKE MATH (0)

Prerequisite: CST0000 MAC1105

Pre or Corequisite: MGF0931

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0002 CLAST RETAKE ESSAY (0)

Prerequisite: CST0000 ENC1102

Pre or Corequisite: ENC0992

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0003 CLAST RETAKE ENGLISH (0)

Prerequisite: CST0000 ENC1102

Pre or Corequisite: ENC0991

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0004 CLAST RETAKE READING (0)

Prerequisite: CST0000 Corequisite: REA0991

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0010 CLAST MATH ONLY (0)

Prerequisite: MAT1105

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CTS2312C SECURITY+ (4)

This course provides the student with an understanding of the computer, network, infrastructure, and information security issues faced by industry worldwide. Expertise necessary to combat and protect intellectual property from theft and destruction are also developed. The skills developed by students who complete this course will prepare them for the Security+ certification exam.

Prerequisite: CET2489C
 Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CVT1200 CARDIOPULMONARY PHARMACOLOGY (3)

This course provides an overview of drugs related to the cardiopulmonary system with special emphasis on the drugs used to treat cardiac and pulmonary patients.

Prerequisite: RET1485
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT1501 BASIC ELECTROCARDIOGRAPHY (2)

This course will discuss a brief history of electrocardiography, the role of the technician, the care and use of the electrocardiographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG. Instructor's approval or

Prerequisite: CAE0062 CAE0216
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 30.00

CVT2420 INVASIVE CARDIOLOGY I (3)

Introduces the student to diagnostic procedures performed in the cardiac catheterization Laboratory. Emphasis is made on left and right heart catheterization techniques and hemodynamics, operation of x-ray equipment and film processing, sterile techniques and application of resulting data for patient diagnosis.

Prerequisite: CVT2620 CVT2620L
 Pre or Corequisite: CVT1200 CVT2420L CVT2842L
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2420L INVASIVE CARDIOLOGY I LAB (2)

This laboratory course provides an orientation to the cardiac catheterization laboratory with practical application, including x-ray equipment and film processing, sterile technique, physiologic monitoring, intra-aortic balloon pump and emergency protocols.

Prerequisite: CVT2620 CVT2620L
 Pre or Corequisite: CVT2842L CVT1200 CVT2420
 Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 35.00

CVT2421 INVASIVE CARDIOLOGY II (3)

This course introduces the student to the intervention procedures performed in the cardiac catheterization laboratory,

including, percutaneous transluminal coronary angioplasties, special valvuloplasties, peripheral angioplasties, post procedural care and electrophysiology studies.

Prerequisite: CVT2420 CVT2420L CVT2842L

Pre or Corequisite: CVT2421L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2421L INVASIVE CARDIOLOGY II LAB (2)

This laboratory course introduces the student to the intervention procedures performed in the cardiac catheterization laboratory, including percutaneous transluminal coronary angioplasties, special valvuloplasties, peripheral angioplasties, post procedural care and electrophysiology studies.

Prerequisite: CVT1200 CVT2420 CVT2420L

Pre or Corequisite: CVT2421

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 35.00

CVT2620 NON INVASIVE CARDIOLOGY (3)

This course provides an introduction to cardiovascular testing using vector cardiography, electrocardiology, graded exercise testing, nuclear cardiology and basic echocardiography. Performance competency and patient safety will be emphasized. Prerequisite: Admission to the Cardiovascular Technology Program.

Prerequisite: BSC1085 ENC1101 MAT1033

Pre or Corequisite: CVT2620L RET1485

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2620L NON INVASIVE CARDIOLOGY LAB (1)

This laboratory course provides the student an opportunity to develop skills in non-invasive cardiovascular testing using EKG, Holter monitors, stress tests and echocardiography. Performance competency and patient safety will be emphasized. Prerequisites: Admission to the Cardiovascular Technology Program.

Prerequisite: BSC1085 CHM1033 MAT1033

Pre or Corequisite: CVT2620 RET1485

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

CVT2840L CARDIOPULMONARY CLINIC I (4)

This course provides an orientation to clinic experience with diagnostic procedures in the cardiac catheterization laboratories. This includes observing, assisting with set-up for procedures and gaining practical knowledge of the administrative duties involved in the operation of the cardiac catheterization laboratory. Prerequisite: Admission to the Cardiovascular Technology Program.

Prerequisite: CVT2421 CVT2421L

Pre or Corequisite: CVT2920

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 400 Fees = 52.45

CVT2841L CARDIOPULMONARY CLINIC II (4)

This course provides clinical experience with all aspects of diagnostic and interventional procedures in cardiac catheterization laboratories. Emphasis is on observation and assistance of PTCA's with special intervention devices such as TEC, DCA and stents. Upon completion of this course students will be proficient in all aspects of the invasive cardiac catheterization laboratory.

Prerequisite: CVT2840L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 400 Fees = 27.45

CVT2842L CARDIOPULMONARY CLINIC III (4)

This course provides clinical experience with various aspects of non-invasive cardiology, including electrocardiology, Holter monitoring, stress testing, nuclear medicine, cardiac rehabilitation, and echocardiography in affiliated hospitals.

Prerequisite: CVT2620 CVT2620L

Pre or Corequisite: CVT1200 CVT2420 CVT2420L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 27.45

CVT2920 CARDIOVASCULAR PATHOPHYSIOLOGY (3)

This course provides an overview of the pathogenesis and pathophysiology of the major cardiac diseases.

Prerequisite: CVT2421 CVT2421L

Pre or Corequisite: CVT2840L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DAA1104 BEGINNING MODERN DANCE I (2)

Basic modern dance technique, exercises, and choreography are used to achieve physical objectives, to increase artistic self-awareness and to extend cultural enrichment. Coeducational.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1105 MODERN DANCE II (2)

A continuation of DAA1104. Further development of modern dance techniques with an emphasis on vocabulary, alignment, movement phrasing, and rhythm. Participation in semester dance concert required. Coeducational. Permission of instructor or

Prerequisite: DAA1104

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1204 BALLET I (2)

An academic study of techniques and theoretical concepts of ballet for the performance-oriented student. Includes warm-up, barre, and centre combinations. Coeducational.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1205 BALLET II (2)

Continuation of DAA1204. Ballet exercises and step combinations for the intermediate performance student, building on basic skills and culminating in a live performance. Coeducational. Prerequisite: DAA1204 or permission of instructor.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1504 JAZZ DANCE I (2)

This is a course in Jazz technique. Included are warm-up, stretch and strengthening, centre exercises, and basic jazz combinations. Coeducational.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1505 JAZZ DANCE II (2)

A course in jazz technique with emphasis on various jazz styles and performance. Includes warm-up, stretch and strengthening, centre exercises, and intermediate level jazz dance combinations. Coeducational. Permission of Instructor.

Prerequisite: DAA1504

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 2.00

DAA1520 BASIC TAP (2)

Course will include beginning level tap steps including basic barre, centre floor exercises, step combinations and choreography. Coeducational. Students must furnish their own tap shoes.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1680 DANCE REPERTORY (1)

Participation as a dancer/performer in dance works of ballet, jazz, and modern vocabularies. Works include those of dance faculty, guest artists, as well as student choreography. Coeducational. May be repeated for credit.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

DAA2106 MODERN DANCE III (2)

A continuation of DAA1105 with an emphasis on advanced movement phrases and combinations necessary to perform modern dance repertory. Further emphasis will be placed on the development of the students' style and performance quality. Coeducational. May be repeated for credit. Prerequisite: Permission of instructor or

Prerequisite: DAA1105

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA2206 BALLET III (2)

Continuation of DAA1205. Emphasis on developing strength and coordination in more complex phrasing and movement. This course will explore and develop an understanding of the

vocabulary, technique, and theoretical concepts of ballet on an intermediate level. Students are required to audition for BCC student dance ensemble. Coeducational. May be repeated for credit. Permission of Instructor or

Prerequisite: DAA1205

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAN2600 MUSIC FOR DANCE (2)

Designed to provide both the dancer and choreographer with the musical knowledge and tools to enhance how they use music in their discipline and how they communicate their musical needs to musicians.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0000 INTRODUCTION TO DENTISTRY (1)

An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant. 2 hrs. Lec. Term I. Instructor approval or Corequisite: DEA0025

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0025 PRE CLINICAL (2)

Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Special fee charged. 4 hrs. Lec. Term I Instructor's Approval or

Pre or Corequisite: DEA0025L DES0100 DES0840

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0025L PRECLINICAL LABORATORY (4)

Laboratory/clinical portion of DEA0025. Provides hands-on instruction of use and sterilization of all instruments and equipment used in the practice of dentistry. Special fee charged. 8 hrs. Lab./Clinical. Term I. Instructor approval or Pre or Corequisite: DEA0025 DES0100 DES0840

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 50.00

DEA0130 ALLIED DENTAL THEORY (1)

Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology, including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment, and equipment required to render adequate care for the common office emergencies will be included. 4 hrs Lec. Term II. Instructor's approval or

Prerequisite: DEA0025 DES0200

Pre or Corequisite: DES0831 DES0831L

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0150 DENTAL PSYCHOLOGY (1)

This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient. 1 hr. Lec. Term II. Instructor approval or

Prerequisite: DEA0000 DEA0025 DES0840

Pre or Corequisite: DES0801

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA2940 DENTAL PRACTICUM (3)

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science Degree. Arranged hrs. Term II. Instructor approval or

Prerequisite: DES0802 DES0802L

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DEH1003 PRECLINICAL DENTAL HYGIENE I (2)

A course designed to provide knowledge in the application of dental hygiene procedures with a detailed study of instrumentation. The course includes data collection, mastery of beginning techniques in dental patient care, and emergency procedures.

Pre or Corequisite: DEH1003L DEH2400

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1003L PRECLINICAL DENTAL HYGIENE I LAB (3)

The laboratory portion of this course is designed to provide hands on instruction in the application of dental hygiene procedures with a detailed study of instrumentation. The course includes data collection, mastery of beginning techniques in dental patient care, and emergency procedures.

Pre or Corequisite: DEH1003 DEH2400

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 71.95

DEH1130 ORAL HISTOLOGY AND EMBRYOLOGY (2)

This course studies the embryonic development and the histology of the components of the oral cavity. This includes a comprehensive study of the cells and tissues of the oral cavity.

Prerequisite: DEH1602

Pre or Corequisite: DEH1802 DEH1802L DES1051

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1602 PERIODONTOLOGY (3)

This course presents the etiology and classification of periodontal disease and principles of periodontia pertinent to dental hygiene practice. Principles of occlusion and periodontal surgery techniques are discussed through the use of case presentations.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802 DEH1802L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1800 DENTAL HYGIENE I (2)

This course provides instruction on removal of hard and soft deposits, treatment planning, preventive procedures, care of instruments, pre and post operative procedures, and dental hygiene diagnosis.

Prerequisite: DEH1003 DEH1003L DEH2400

Pre or Corequisite: DEH1800L DES2050

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1800L DENTAL HYGIENE I CLINIC (2)

This course will provide clinical experience in comprehensive patient care. Emphasis is placed on treatment planning and dental hygiene assessment techniques.

Prerequisite: DEH1003 DEH1003L DEH2400

Pre or Corequisite: DEH1800 DES2050

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 71.95

DEH1802 DENTAL HYGIENE II (4)

A course designed to provide further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling and comprehensive dental hygiene care.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1802L DENTAL HYGIENE II CLINIC (3)

The laboratory portion of this course requires hands on experience with specified numbers of patients and procedures. An emphasis on the development of basic patient care and education techniques is included.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 71.95

DEH2400 GENERAL AND ORAL PATHOLOGY (2)
 This course provides principles of general and oral and pathology as it relates to diseases of the oral cavity. There will be emphasis on the importance of the dental hygienist's recognition of normal and abnormal conditions.
 Pre or Corequisite: DEH1003 DEH1003L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2701 COMMUNITY DENTAL HEALTH (2)
 This course will teach the student the concepts of community dental health. Topics covered include the measurement of dental disease, prevention programs, community outreach programs, and simple statistical analysis.
 Prerequisite: DEH1130 DES1051
 Pre or Corequisite: DEH2701L DEH2804L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2701L COMMUNITY DENTAL HEALTH LAB (1)
 This course is the follow through for DEH2701. The student will apply community health principles by designing and presenting dental health education principles to various community audiences.
 Prerequisite: DEH1130 DES1051
 Pre or Corequisite: DEH2701 DEH2804L DEH2806 DEH2806L
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

DEH2804L DENTAL HYGIENE III CLINIC (4)
 The laboratory portion of this course provides advanced application of the principles of preventive dental hygiene and oral prophylaxis techniques on patients in the clinic under supervision.
 Prerequisite: DEH2806 DEH2806L
 Pre or Corequisite: DEH2804
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 71.95

DEH2806 DENTAL HYGIENE IV (2)
 This course provides continuation of theoretical material related to clinic dental hygiene practice. It includes discussion on case information community dental health, ethics and jurisprudence and Florida Statutes 466 Rule 21G.
 Prerequisite: DEH1802 DEH1802L
 Pre or Corequisite: DEH2806L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2806L DENTAL HYGIENE IV CLINIC (4)
 This course provides continuation of clinical experience with patients, developing previously learned skills and knowledge. The emphasis is placed on advanced instrumentation and patient management skills necessary to treat the more advanced patients.
 Prerequisite: DEH2701 DEH2804L
 Pre or Corequisite: DEH2701L DEH2806
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 71.95

DEH2944L ADVANCED DENTAL HYGIENE CLINIC (1)
 This is a course designed for students who have successfully graduated from Broward Community College's Dental Hygiene Program to maintain and/or update clinical skills prior to taking the Florida State Board Clinical Examination.
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 76 Fees = 21.95

DEP2004 DEVELOPMENTAL PSYCHOLOGY (3)
 This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental processes.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEP2102 DEVELOPMENTAL PSYCHOLOGY I: CHILD PSYCHOLOGY (3)
 Study of the concepts and principles of growth and development in infancy and childhood.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEP2302 DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENT (3)
 The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage.
 Prerequisite: PSY2012
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEP2481 THE PSYCHOLOGY OF DYING (3)
 An examination of the historical and present perspectives of death and dying in an intensive assessment of the psychological and cultural factors that serve as the etiological basis of this phenomena. Topics include grief, euthanasia, eschatology, the dying person, the Hospice systems bereavement, and widowhood.
 Prerequisite: PSY2012
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0021 DENTAL ANATOMY AND PHYSIOLOGY (1)
 The study of head and neck anatomy with emphasis placed on the structure, morphology, and function of the primary and permanent human dentitions. 3 hrs. lec. Term I. Instructor's approval or
 Pre or Corequisite: DEA0025 DES0200 DES0830
 Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0100 DENTAL MATERIALS (1)
 Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. 2 hrs. lec. Term I Instructor's approval or
 Corequisite: DES0100L
 Lec Hrs = 35 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0100L DENTAL MATERIALS LAB (1)
 Laboratory portion of DES0100. Proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical applications and proper manipulation of specified dental materials will be required. Special fee charged. Instructor's approval or 3 hrs lab Term I.
 Corequisite: DES0100
 Lec Hrs = 0 Lab Hrs = 45 Oth Hrs = 0 Fees = 50.00

DES0200 DENTAL RADIOGRAPHY (1)
 Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included. 2 hrs. Lec. Term I. Instructor's approval or
 Corequisite: DES0200L
 Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0200L DENTAL RADIOGRAPHY LAB (2)
 Laboratory portion of DES0200. Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstrating proficiency in these techniques will be required. 4 hrs. lab. Term I. Instructor approval or
 Corequisite: DES0200
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 60 Fees = 71.95

DES0400 BASIC ANATOMY AND PHYSIOLOGY (1)
 A basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient.
 Prerequisite: DEA0025 DES0021
 Pre or Corequisite: DES0831 DES0831L
 Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0502 DENTAL OFFICE MANAGEMENT (1)

The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication. Guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing techniques, collection and billing, filing of patients records and procedures for tax and health insurance forms. Computer proficiency must be demonstrated by the student for course completion. 2 hrs Lec. Term II. Instructor approval or
Prerequisite: DEA0000 DEA0025
Pre or Corequisite: DES0801
Lec Hrs = 39 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0801 CLINICAL PROCEDURES I (1)

Lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Special fee charged. 1 hr Lec Term II. Instructor's approval or
Prerequisite: DEA0025 DEA0025L
Pre or Corequisite: DES0801L
Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0801L CLINICAL PROCEDURES I LAB (5)

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Special fee charged. 12 hrs. Lab. Term II. Instructor's approval or
Prerequisite: DEA0025 DEA0025L Corequisite: DES0801
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 165 Fees = 71.95

DES0802 CLINICAL PROCEDURES II (1)

Practicum phase is a continuation of DES0801 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. 30 hrs. minimum per week. Term III, Session II.
Prerequisite: DEA0025 DEA0025L DES0801 DES0801L
Corequisite: DES0802L
Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0802L CLINICAL PROCEDURES II LABORATORY (4)

Practicum phase is a continuation of DES0801L with the addition of a supervised externship utilizing dental offices and public health facilities in the community. Special fee charged. Field experience. 30 hrs. minimum per week. Term III, Session II.
Prerequisite: DEA0025 DEA0025L DES0801 DES0801L
Corequisite: DES0802
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 135 Fees = 18.95

DES0830 EXPANDED FUNCTIONS I (2)

The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. 3 hrs. lec. Instructors approval or
Pre or Corequisite: DEA0025 DEA0025L
Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0831 EXPANDED FUNCTIONS II (1)

The course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the basic knowledge necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. 1 hr. lec. Term II. Instructor approval or
Prerequisite: DEA0025 DEA0025L DES0830
Pre or Corequisite: DES0801 DES0801L DES0831L
Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0831L EXPANDED FUNCTION II LAB (2)

This course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the clinical practice

necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. Special fee charged. 3 hrs. lab. Term II Instructors approval or

Prerequisite: DEA0025 DEA0025L DES0830

Pre or Corequisite: DES0801 DES0801L DES0831

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 50.00

DES0840 PREVENTIVE DENTISTRY (1)

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides, and nutritional counseling in preventive dentistry will be presented. Instructor approval or
Pre or Corequisite: DEA0025
Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES1051 PAIN CONTROL AND DENTAL ANESTHESIA (1)

This course provides a study of agents used in dentistry for local anesthesia and pain control.
Prerequisite: DEH1003 DEH1003L DEH1800 DEH1800L DEH2400 DES2050
Pre or Corequisite: DEH1130 DEH1802 DEH1802L
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES2050 DENTAL PHARMACOLOGY (2)

This course provides an understanding of the drugs commonly encountered in the dental office. The student will gain knowledge in the origin, physical and chemical properties, modes of administration and effects upon the body system.
Prerequisite: DEH1003 DEH1003L DEH2400
Pre or Corequisite: DEH1800 DEH1800L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DIM1001 DIESEL ENGINE FUNDAMENTALS (3)

A course designed to teach the principles, operations, and maintenance of automotive and light truck diesel engines, electrical systems, emission control systems, lubrication and exhaust systems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DIM1010 ADVANCED DIESEL ENGINE AND REPAIR (6)

A course designed to teach the principles, operations, maintenance diagnosis, and repair of medium and heavy vehicle diesel engines. Topics include diagnosis, and repair of cylinder head and valve train, engine block, lubrication, system, cooling system, air induction and exhaust systems, fuel system and engine brakes.
Prerequisite: DIM1001
Lec Hrs = 48 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

EAP0300 PHONETICS OF AMERICAN ENGLISH (3)

A course designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation and rhythm patterns of American English as encountered in everyday communicative situations. With a grade of "D" or "F" a student must repeat ENS1201 or EAP0300. Student fee charged.
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0320 ESL PREPARATORY READING (4)

Designed for students in English for Academic Purposes (EAP) programs or who need a college preparatory course in reading. Emphasizes vocabulary and comprehension on a basic level. Placement in ESL0121 or EAP0320 or EAP0320 is determined by assessment tests and/or referral. An ESL0121 or EAP0320 student must earn an A, B, or C in the course and take the CPT reading test to place into REA0001C or REA0006C. Special fee charged.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

EAP0385 INTRODUCTOPM TO ENGLISH AS A SECOND LANGUAGE (6)

A combined skills course in English for speakers of other languages. Designed principally to guide the students to the mastery of basic grammar and sentence structure applied to composition/written English. Also included are writing and reading assignments. The requirement to move to the next level (ESL0281) or EAP0485 is a "C" or higher. With a "D" or "F", a student must repeat ESL0181 or EAP0385. Special fee charged. Placement by entrance test score and/or department recommendation.

Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0400 COMMUNICATION SKILLS/NON NATIVE ENGLISH SPEAKERS (3)

Designed to guide the students toward applying pronunciation, phrasing, and intonation of oral American English to communication situations in commercial, academic, and social settings. Involves interview, oral presentation, and formal debate. With a grade of "D" or "F" a student must repeat ENS1202 or EAP0400. Student fee charged.

Prerequisite: EAP0300

Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0485 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE: (6)

A continuation of EAP0385. An intermediate/ advanced course in English for speakers of other languages. Designed principally to guide the student to the mastery of complex grammar and sentence structures, and basic paragraph writing. The requirements to move to the next level (ENS1241) or EAP1540 is a "C" or higher. With a grade of "D" or "F", a student must repeat ESL0281 or EAP0485. Prerequisite: ELS0181 or EAP0385 with a grade of "C" or higher or placement by entrance test score and/or department recommendation. Special fee charged.

Prerequisite: EAP0385

Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP1540 ESL INTERMEDIATE COMPOSITION (3)

A composition course in English for speakers of other languages. Designed principally to guide the student to the mastery of paragraph structure using various paragraph modes and an introduction to the multiparagraph essay. The grammar focuses on elements which closely tie in with composition, e.g., connectors and sentence combining. With a grade of "D" or "F", a student must repeat ENS1341A or EAP1540.

Prerequisite: EAP0300 EAP0320 EAP0485

Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP1640 ESL ADVANCED COMPOSITION (3)

A composition course in English for speakers of other languages. After a brief review of paragraph structure, students are given intensive practice in the writing of the multiparagraph essay for the various modes. Emphasis is given to clear and logical development of ideas. Students apply advanced grammar skills and precise vocabulary usage to essay writing. With a grade of "D" or "F", a student must repeat ENS1441 or EAP1640. Special fee charged.

Prerequisite: EAP0400 EAP1540 REA0006C

Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

ECO2013 PRINCIPLES OF ECONOMICS I (3)

An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include the role of government in various economic systems, aggregate measures of economic performance, aspects of economic instability, macroequilibrium, fiscal and monetary policies, and the impact of the public debt. Meets Area 3B general education requirements for the A.A. degree. Meets Area 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECO2023 PRINCIPLES OF ECONOMICS II (3)

Continuation of ECO2013 stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity. Theory of consumer demand, utility, and indifference curve analysis; the law of diminishing returns in production and the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; production theory and the theory of income distribution; comparative advantage, trade policies, exchange rates, balance of payments, and other international economic issues.

Prerequisite: ECO2013

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECO2220 MONEY AND BANKING (3)

A general survey of the economics of money and banking covering the nature and functions of money; monetary standards; structure and functions of the Federal Reserve System; monetary policy, monetary theory and the price level; interrelation of monetary and fiscal policy, recent monetary problems, and international finance.

Prerequisite: ECO2013

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECS2001 COMPARATIVE ECONOMICS SYSTEMS (3)

This course surveys and analyzes the economic systems of Marxist-Leninist, Social Democrat, Third World Socialist, Mixed and pure Capitalistic models. The course considers individual decision-making structures, the functioning of these economies as a whole, and current topics affecting these systems.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECS2390 THE ECONOMY OF SPAIN (3)

An analysis of the Spanish economic system covering the historical development in the public and private sectors; agriculture and industry; and foreign trade relations. Only offered in conjunction with the Semester-In-Spain program. Meets Area 8 A.A. degree general education requirements.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF1005 INTRODUCTION TO EDUCATION (3)

This course satisfies one of the lower level prerequisite requirements for education majors. Its focus is teacher preparation for the 21st century by emphasizing social problems, student diversity, legal issues and curriculum themes. It provides an overview of the American education system and an introduction to the teaching profession. The field experience component of 16 hours in a local school, gives students opportunities to understand more about teaching. Students must obtain School Board of Broward County security clearance (cost-\$60) and must be available for the term preferably from 8:00-2 pm on a weekday for field experience. Limited access section for TEA program instruction will require 60 hours of early field experience.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF1050 INTRODUCTION TO TESTS AND MEASUREMENTS (3)

This course provides basic information on the use of measurement and evaluation in the educational process. It explores the theoretical foundation of test and measurement development and its practical application in the construction and evaluation of tests.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF2010 EDUCATIONAL PSYCHOLOGY (3)

This course reviews psychological principles relevant to effective teaching and learning. Stage theories will be used to address issues of pupil variability. The course will enable students to d design and use objectives. Units on instruction will include behavioral, information processing, humanistic and cognitive theories. Finally, measurement and evaluation, as well as classroom management, will be addressed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF2021 TEA: PROFESSIONAL SEMINAR: SURVEY OF HUMAN DEVELOPMENT PRE-SCHOOL THROUGH HIGH SCHOOL

(3)

This course is part of a series of four professional seminars for students enrolled in TEA seeking an A.A. degree from BCC. It emphasizes basic concepts and perspectives regarding the impact of human growth and development theory on the teacher, students, education, and society as a whole.

Prerequisite: EDF1005 EDF1034C SYG1931C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF2070 PERSPECTIVES IN EDUCATION

(3)

A study of the principles of American education. Emphasis is placed on the historical, philosophical, sociological, and legal foundations of education in America and their impact on curriculum development, learning, and the teaching profession.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDG2701 TEACHING DIVERSE POPULATIONS

(3)

This course satisfies one of the lower level prerequisite requirements for education majors. Upon successful completion of this course, the students should be able to demonstrate an understanding of the basic concepts, perspectives and impact of current social and multicultural diversity issues on the teacher, student, and educational system as a whole. Students should also understand and appreciate the local, State and National implications of these issues. 16 hrs. of field experience in a local school is a requirement of this course. Students must have a current (within 2 years) School Board of Broward County security clearance (cost \$60) and must have 3 hours free 1 day per week between 8:00-2pm for field experience. Limited access sections for TEA program instruction will require 60 hrs of early field experience. Prerequisites: Instructor approval or

Prerequisite: EDF1005

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EDG2949 CO OP WORK EXPERIENCE

(3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EEC1200 EARLY CHILDHOOD EDUCATION

(3)

This course reviews the history and present day aspects of early childhood programs for infants, toddlers, preschool, and school children. Basic principles and foundations of early childhood education are covered.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EEC1603 CHILD GUIDANCE

(3)

This course provides child guidance and group management techniques to foster the development of self-esteem, self-control, and social skills in young children.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EET1015C DC CIRCUITS

(5)

This is a first course in electric circuits. Upon completion of this course the student should demonstrate an understanding of the definitions and interrelationships of voltage, current and power in circuits containing passive circuit elements and multiple sources. Extensive laboratory experience is included.

Pre or Corequisite: MTB1325

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET1025C AC CIRCUITS

(5)

Upon completion of this course the student shall demonstrate a knowledge of circuit analysis using alternating voltage sources, including the behavior of resistive and reactive passive circuit elements, and frequency and transient response. Magnetic

circuits, resonance and ideal transformers are also included. Extensive laboratory experience is included.

Prerequisite: EET1015C MTB1325

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET1141C LINEAR TECHNIQUES I

(5)

Semiconductor principles, rectifier diodes, zener diodes, BJT amplifiers, negative feedback amplifiers. Field effect transistors and FET amplifiers. Extensive laboratory experience.

Prerequisite: EET1015C

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET2037C CIRCUIT ANALYSIS

(4)

Analysis of multisource networks, both AC and DC, the application of various network reduction theorems, frequency response analysis, high pass, low pass and frequency selective filters, oscillator circuits, computer aided analysis of active and passive circuits. Extensive laboratory experience.

Prerequisite: EET1025C EET1141C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EET2142C LINEAR TECHNIQUES II

(4)

Power amplifiers, field effect transistors and amplifiers, thermal effects in semiconductors, thyristors, rectifier power supplies, voltage and current regulation, operational amplifier applications, differential amplifiers, and special devices. Extensive laboratory experience.

Prerequisite: EET1141C

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET2326C ELECTRONIC COMMUNICATIONS

(4)

Basic electronic communications systems, RF amplifiers and oscillators, amplitude modulation, single side band modulation, frequency and phase modulation, pulse modulation, demodulation, and digital communication methods. Extensive laboratory experience.

Prerequisite: EET1141C

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET2355C DATA COMMUNICATIONS

(3)

The student will study data communications systems including pulse amplitude, pulse width modulation and RS-232, RS-422, IEEE-488. Descriptions of BISYNC, HDLC and local area networks will be included UART and MODEM implementation.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EET2358C ADVANCED COMMUNICATION TECHNOLOGY

(3)

This is an advanced course in telecommunication technology, with topics covering analog and digital communication, switching systems, networks, and signaling. Extensive laboratory practice is included in this course.

Prerequisite: EET2142C EET2355C

Pre or Corequisite: EET2326C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EGS1001 INTRODUCTION TO ENGINEERING

(3)

This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EGS1110C ENGINEERING GRAPHICS

(3)

Graphics as a means of communication for engineers. This is accomplished through sketching, use of instruments, computers (AutoCAD) and knowledge of orthographic projection. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary and sectional views, construction of pictorials, knowledge of accepted practices, and an introduction to computer graphics.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

EGS2310 STATICS (3)
 Forces on particles; equilibrium of a particle; moments of a force; couples; equilibrium of rigid bodies; centroids and centers of gravity; analysis of trusses, shear and moment diagram, friction, moment of inertia, Mohr's circle.
 Prerequisite: PHY2048
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EGS2949 CO OP WORK EXPERIENCE (3)
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration.
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EME2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (3)
 This course satisfies one of the lower level prerequisite requirements for education majors. Students will develop skills and competencies which are essential to integrate technology into the delivery of classroom instruction. Students will survey a variety of traditional and emerging technologies in education. Students will learn the use of technological tools and systems in a classroom environment.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS1119 EMERGENCY MEDICAL TECHNICIAN BASIC (6)
 This course is designed to prepare the basic emergency medical technician in accord with U.S. Dept. of Transportation curriculum and Florida State EMS guidelines includes an introductory survey of emergency medical services including medical legal/ethical aspects, role of the EMT, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency, childbirth, basic extrication. Successful completion of EMS1119, EMS1119L EMS1411 and EMS1421 provide eligibility for Florida State EMT Certification Examination. Admission to this course requires departmental approval. 96 hrs. Lec. Terms I, II, and III.
 Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS119L EMERGENCY MEDICAL TECHNICIAN SKILLS (1)
 Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA basic rescuer level, patient assessment, triage, airway maintenance, bandaging, splinting, mast suit application, emergency childbirth, and basic extrication. Successful completion of corequisites EMS1119, EMS1411, and EMS1421 leads to eligibility to take Florida State EMT Certification Examination. Health and accident insurance is recommended. 32 hrs. lab/ Terms I, II, and III.
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

EMS1381 EMT RECERTIFICATION (1)
 This course is designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods use of new equipment and changes in medico legal aspects of emergency medical care. Successful completion of this course with a grade "C" or higher leads to Florida State Recertification as an EMT. This course may also be used by those who wish to prepare for the Florida State EMT Certification Examination. 24 hr. lec 8 hr. lab Term I, II, and III.
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS1381L EMT RECERTIFICATION LAB (1)
 Application of skills and procedures involved in the U.S. Department of Transportation's Emergency Medical Technician Refresher Course.
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

EMS1411 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)
 Practical application of (EMT), emergency medical technician clinical knowledge and skills under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L 1411 and 1421 provide eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 48 Fees = 52.45

EMS1421 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)
 Practical application of (EMT) emergency medical technician clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injures and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L, 1411 and 1421 provides eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 48 Fees = 52.45

EMS2010 BODY SYSTEMS FOR THE PARAMEDIC (3)
 This course presents basic information of the structure and function of the human body. The general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic in the prehospital field area will be emphasized. The interaction of the body systems as they maintain homeostasis with particular attention placed on the nervous, cardiovascular and respiratory systems will be covered. United States Department of Transportation (USDOT) National Standard Paramedic Curriculum anatomy and physiology objectives will be included.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2254 PARAMEDIC I (6)
 First paramedic level course for the Florida Certified Emergency Medical Technician. Advanced life support material is based on the U.S. Department of Transportation Paramedic Modular Curriculum and Florida State EMS guidelines. D.O.T. divisions 1, 2, 3 & sections of 4 are covered. Topics include prehospital environment, preparatory topics, trauma, respiratory care, anatomy and physiology of the cardiovascular system and assessment of the cardiac patient. Prerequisite: EMS1119, EMS119L, EMS1431. Certification as Florida State EMT required. Interview and/or testing and departmental approval needed for admission. 96 hours lecture/Term I, II and III.
 Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2254L PARAMEDIC I SKILLS LABORATORY (1)
 Lab practice and testing of advanced life support skills included in divisions 1, 2, 3 & parts of 4 of the Department of Transportation Paramedic Curriculum and Florida State EMS guidelines. Students are expected to have mastered EMT basic life support skills prior to this course. Skills include patient assessment, triage, fluid therapy administration, medication administration, use of airway adjuncts including esophageal and endotracheal intubation. Health and accident insurance recommended. 32 hrs. lab/Term I, II and III.
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

EMS2255 PARAMEDIC II (6)
 Second level paramedic course based on U.S. Dept. of Transportation Paramedic Curriculum and FI State EMS guidelines, D.O.T. divisions 4, 5, & 6 are covered. Topics include: medical, obstetrical and gynecological emergencies, pediatric and neonatal care and emergency care of the emotionally disturbed. Successful completion of EMS2255,

EMS2255L & EMS2465 provides eligibility for Florida state paramedic Certification Examination. 96_hrs. Lec. Term I, II, III.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2255L PARAMEDIC II SKILLS LABORATORY (1)

Additional practice and testing of advanced life support skills included in divisions 4, 5, 6, of the Dept. of Transportation Paramedic Curriculum and Florida State EMS guidelines. Emphasis is on management of selected patient care situations including cardiovascular care, adult and child; obstetrical, medical and psychiatric emergency care techniques and environmental injuries. Telemetry and radio communication usage stressed during patient care situations and disaster drills. Health and accident insurance recommended. 32 hrs. lab. Term I, II, and III.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

EMS2311 EMT LEADERSHIP (2)

Introduces the student to professional issues in EMS through special projects. Prerequisite: EMT and paramedic certificate courses. 32 hrs. Lec. Term I. (Term I only)

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2331 AIR TRANSPORTATION OF ACUTE EMERGENCIES (3)

Discusses physiology of flight effect during flight on persons with health problems and emergency care during air transportation of patients. Prerequisite: EMT paramedic certificate courses. 48 hrs. Lec. Term I/on demand.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2391 PARAMEDIC REVIEW RECERTIFICATION (2)

This course is based on the department of transportation's (DOT), paramedic refresher training course and is designed to review and update the graduate in the delivery of emergency medical services. Successful completion of the course with a grade of "C" or higher provides eligibility for State of Florida Paramedic Recertification.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2391L PARAMEDIC REVIEW RECERTIFICATION LAB (1)

Application of skills and procedures involved in the Department of Transportation's Paramedic Refresher Course.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

EMS2395 TOPICS IN EMERGENCY MEDICAL SERVICE (1)

This course is designed as a seminar in emergency medical care topics for the graduate paramedic and others interested in the delivery of prehospital emergency medical services seminar. Topics will review the U.S. Department of Transportation five divisions paramedic curriculum and cover current developments, updates and changes in the EMS field. Course content may be submitted to the State of Florida EMS Office as continuing education contact hours for paramedic and EMT Recertification. 16 hrs. lec./on demand.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2444 PARAMEDIC I HOSPITAL CLINICAL (2)

Beginning hospital clinical course stressing advanced life support skills for the paramedic student. Provides for directed, supervised experiences in local hospitals. Emphasis on clinical activities related to the Department of Transportation, Divisions I, II, III, of the paramedic curriculum. Health and accident insurance recommended. Liability insurance required.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 30.45

EMS2445 PARAMEDIC II HOSPITAL CLINICAL (2)

Advanced hospital clinical course stressing continuation of advanced life support skills for the paramedic student. Provides for directed, supervised experiences in local hospitals. Emphasis on clinical activities related to the U.S. Department of Transportation, Divisions IV, V, VI, of the paramedic

curriculum. Health and accident insurance recommended. Liability insurance required.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 18.50

EMS2454 PARAMEDIC I FIELD CLINICAL (3)

Beginning field clinical course stressing advanced life support skills for the paramedic student. Provides for directed supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to the Department of Transportation, Division I, II, III, of the paramedic curriculum. Health insurance recommended. Liability insurance required.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 18.50

EMS2455 PARAMEDIC II FIELD CLINICAL (3)

Advanced field clinical course stressing continuation of advanced life support skills for the paramedic student. Provides for directed, supervised experiences on EMS advanced life support (ALS) vehicles. Emphasis on clinical activities related to the Department of Transportation, Divisions IV, V, VI, of the paramedic curriculum. Health and accident insurance recommended. Liability insurance required.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 27.45

EMS2458 PARAMEDIC III FIELD INTERNSHIP (5)

The field internship is a period of supervised experience on an (ALS) advanced life support vehicle. The course builds upon previous field/ rescue experience obtained in paramedic I & II clinical. The student obtains increasing patient care responsibilities as a working member of the EMS team under the direct supervision of a Program Designated Preceptor. There will be provisions for physician evaluation of the student's progress in acquiring the desired competencies. The student must demonstrate patient care competencies in a prehospital emergency medical services environment in order to successfully complete the course. A grade of "S" provides eligibility to make the Florida State Paramedic Examination.

Prerequisite: EMS2255L EMS2445 EMS2455

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 8.95

EMS2513 CRISIS INTERVENTION (3)

Deals with the emotional responses of persons in emergency situations, as well as, the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. 48 hr. lec. Term II Prerequisite: Certification courses on demand.

Pre or Corequisite: PSY2012

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2631 PARAMEDIC SCIENCE I (3)

Topics deal with EMS systems, Paramedic role and responsibilities, Paramedic well-being, injury, and disease prevention. Legal aspects, ethics, therapeutic communications, life span development, medical terminology, patient documentation including web based computer recording is covered. Systems as they maintain homeostasis with Didactic aspects of EMS/ambulance operations, Multiple Incident Command (MIC), rescue awareness and operations, hazardous materials incidents and crime scene awareness is presented. Basic math computation for medication administration is introduced. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic curriculum objectives for Module 1, Units 1-5, 9, 10, Module 3, Unit 6, and Module 8.

Pre or Corequisite: EMS2010 EMS2631L EMS2650

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2631L PARAMEDIC SCIENCE I LAB. (1)

Review of basic life support skills required for advanced level life support skills practiced by the Paramedic. Additional skills include those contained in the latest Department of Transportation (DOT) National Paramedic Curriculum and include prep topics related to Paramedic well- being, injury prevention, ambulance operations, Medical Incident Command (MIC), Haz-Mat and crime scene awareness. The student is

expected to demonstrate basic level skill proficiency in patient care scenarios appropriate for beginning Paramedic practice.
 Corequisite: EMS2010 EMS2631 EMS2650
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

EMS2632 PARAMEDIC SCIENCE II (3)

Topics include general principles of pathophysiology, pharmacology, venous access and medication administration. Patient Assessment including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5.
 Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2632L PARAMEDIC SCIENCE II LAB. (1)

Skills Lab related to pharmacology, venous access and medication administration. Patient Assessment skills including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Other topics include Airway Management/Ventilation and cardiology. Material includes skills in the U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5.
 Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2633 PARAMEDIC SCIENCE II –

CARDIO-RESPIRATORY (3)

Topics deal with Airway Management and ventilation. Selected units from Medical Emergencies are Pulmonary conditions, and Cardiology to include an introduction to 12 Lead Interpretation and the prehospital management of acute myocardial infarction. Material covers 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 2, and Module 5, Units 1,2.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2634 PARAMEDIC SCIENCE III - TRAUMA (3)

Topics deal with Trauma patient care including trauma systems/mechanisms of injury, hemorrhage and shock, of soft tissue trauma, and burns. Trauma of the head and facial area, spinal, thoracic, abdominal and musculoskeletal system is also covered. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 4.
 Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2634L PARAMEDIC SCIENCE III - TRAUMA LAB (1)

Skills lab dealing with topics of trauma care, medical emergencies, and special care considerations related to obstetrics, neonatology, pediatrics, geriatrics, abuse and assault, patients, with special challenges and acute interventions for the chronic care patient. Material includes U.S. Department of Transportation (DOT), National Paramedic Curriculum objectives for Module 4, and Module 5, Units 3-14 and Module 6, Units 1-6.
 Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2635 PARAMEDIC SCIENCE III - MEDICAL EMERGENCIES (3)

Topics include Medical Emergencies related to neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, and obstetrics. Special Considerations related to neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges and acute

interventions for the chronic care patient are also included. Material includes U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 5, Units 3-14 and Module 6, Units 1-6.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2636 PARAMEDIC SCIENCE IV (3)

Topics include EMS Assessment Based Management, Continuation of 12 Lead ECG material, and didactic information for certification in Pediatric care, Advanced Life Support, (ACLS), Emergency Management of Acute Stroke, Prehospital Management of Traumatic Brain Injury and Trauma Life Support. Information on the EMS employment process is completed. Material includes U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 7.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2636L PARAMEDIC SCIENCE IV LAB. (1)

Final skills lab dealing with scenarios covering all aspect of the curriculum. Demonstration of skill competencies for Certification in ACLS, PEPP, 12 Lead ECG, Support, Emergency Management of Acute Stroke, and Traumatic Brain Injury required.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2641 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

First of three hospital courses stressing Advanced Life Support (ALS) skills for the paramedic student. Provides for directed supervised experiences in local hospitals including patient assessment, documentation and recording of patient care. Clinical experiences with patients having Cardio-Respiratory problems is stressed. Invasive procedures for IV therapy and medication administration are emphasized. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 52.45

EMS2642 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

Second of three hospital courses continuing Advanced Life Support (ALS) skills for the paramedic student. Provides for directed supervised experiences in local hospitals. Clinical experiences with patients having Medical and Trauma Emergencies is stressed. Special patients of interest include OB-GYN, neonates, pediatric, psychiatric, geriatric, and patients with special challenges. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 52.45

EMS2643 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

Last hospital courses involving patient care in a variety of emergency and health care agency sites Clinical experiences with patients of all age groups and medical/traumatic conditions is continued. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required. required. Health and Liability insurance required.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 52.45

EMS2650 PARAMEDIC SCIENCE I FIELD (1)

First of four field courses dealing with the application of didactic material in the rescue field. Provides for directed, supervised experiences on EMS Advanced Life Support (ALS) vehicles.

Emphasis on clinical activities and observations related to the US Department of Transportation (DOT), National Paramedic Curriculum, Module 1 and 8. Activities limited to practice of basic life support skills, assisting as a member of the EMS team and observation of paramedic level skills and activities. Documentation of patient care observations and patient care experiences using web based data collection system is required. Student health, accident and liability insurance is required. Corequisite: EMS2010 EMS2631 EMS2631L
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 58 Fees = 52.45

EMS2651 PARAMEDIC SCIENCE II FIELD (3)
Second of four field courses that provides for directed, supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to physical assessment with emphasis on patients with Cardio-Respiratory problems. Invasive procedures for IV therapy and medication administration are introduced. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.
Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 84 Fees = 52.45

EMS2652 PARAMEDIC SCIENCE III FIELD (3)
Third of four field courses stressing continuation of Advanced Life Support Skills for the Paramedic student. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to trauma care, medical emergencies, obstetrics, pediatrics, geriatrics and specialty areas. Health and Liability insurance required.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 84 Fees = 52.45

EMS2653 PARAMEDIC SCIENCE IV FIELD INTERNSH (4)
Final field course where student serves as team leader on EMS calls under supervision of EMS agency preceptor. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles with increasing responsibility for the management of the EMS response. Health and Liability insurance required.
Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 52.45

EMS2850 PARAMEDIC CURRICULUM BRIDGE (4)
This course provides a bridge for the 1998 DOT Paramedic Curriculum. Topics include emergency care coverage for heart attack and stroke victims, enhanced 12 lead interpretation, use of thrombolytics, and inclusion/exclusion criteria for thrombolytic therapy. In addition, this course includes a number of sections not covered or briefly covered in 1985 DOT National Paramedic Curriculum. These specific topics include the well being of the paramedic, injury prevention, therapeutic communications, life-span development, general principles of pathophysiology, clinical decision making, hematology, abuse and neglect, patients with special challenges, acute interventions for the home health-care, assessment based management, and crime scene awareness. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 2,3,6,9, and 10, Module 3, Unit 4, Module 5, Units 2 and 9.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0010 COLLEGE PREPARATORY WRITING SKILLS (4)
An overview of the fundamentals of grammar, mechanics, usage, sentence structure, and paragraph development. With a "D" or an "F", a student must repeat the course. Credit for this course may not be used to meet degree requirements. Students must complete the 16-hour lab requirement to receive credit for ENC0010. ENC0010.
Corequisite: ENC0010L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0010L COLLEGE PREPARATORY WRITING SKILLS (0)
A laboratory component that will supplement classroom instruction in ENC0010. Instruction focuses on the individual needs of the student. Students will have individualized prescriptions depending on the results of the diagnostic test and must complete the 16-hour lab requirement to receive credit in ENC0010.
Pre or Corequisite: ENC0010
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

ENC0021 COLLEGE PREPARATORY WRITING SKILLS (4)
A refinement of grammatical, mechanical, and usage principles including an overview of the strategies of paragraph and essay development. With a "D" or an "F", a student must repeat the course. Credit for this course may not be used to meet degree requirements. Students must complete the 16-hour lab requirement to receive credit for ENC0021.
Corequisite: ENC0021L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0021L COLLEGE PREPARATORY WRITING SKILLS (0)
A laboratory component that will supplement classroom instruction in ENC0021. Instruction focuses on the individual needs of the student. Students will have an individualized prescription depending on the results of the diagnostic test and must complete the 16-hour lab requirement to receive credit in ENC0021.
Pre or Corequisite: ENC0021
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

ENC0085 INTEGRATED GRAMMAR AND WRITING SKILLS (8)
An integrated grammar and writing skills course for students wishing to complete both two-track college preparatory courses in one semester. Course provides an overview of grammar, mechanics, usage, and paragraph development as well as the refinement of those skills and the writing of multi-paragraph essays. Students who earn a "D" may enroll in ENC0021. Students who receive an "F" must enroll in ENC0010. Students must complete the lab requirement to receive credit in ENC0085. Credit for this course may not be used to meet degree requirements.

Pre or Corequisite: ENC0085L
Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0085L INTEGRATED GRAMMAR AND WRITING SKILLS (0)
A laboratory course that supplements classroom instruction in ENC0085. This course must be taken concurrently with ENC0085. The writing lab hours must be completed in order to receive credit for the class.
Pre or Corequisite: ENC0085
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

ENC1101 COMPOSITION I (3)
A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Placement in ENC1101 is determined by both standard and departmental assessment tests. A student must earn a grade of "C" or higher to meet the requirements of the Gordon Rule. Special fee charged. Meets Area 1A general education requirements for the A.A.degree. Meets Area 1 general education requirements for the A.S. degree. This course has a 6,000 word writing requirement.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

ENC1102 COMPOSITION II (3)
A composition course stressing structural and analytical writing, including narration and argumentation. Selected readings in prose, drama, and poetry supplement the course and provide topics for discussion and written assignments. Students use a variety of research and investigative techniques to produce a

documented paper. Students must earn a minimum grade of "C" to meet the requirements of the Gordon Rule. Students must pass either ENC1102 or ENC2210 to fulfill Area 1B general education requirements for the A.A. degree. This course has a 6,000 word writing requirement.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC1905A INDEPENDENT DIRECTED WRITING (1)

An independent study for students who need to write 1,000 words to complete their writing requirement.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

ENC1905B INDEPENDENT DIRECTED WRITING (1)

An independent study for students who need to write 2,000 words to complete their writing requirement.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

ENC2210 PROFESSIONAL AND TECHNICAL WRITING (3)

A composition course focusing on writing for business, science, and technology. Assignments include letters, memos, resumes, reports, proposals, an oral presentation, and the use of graphics. Students use a variety of research and investigative techniques to produce documented papers on science, business or technological subjects. Students must pass either ENC1102 or ENC2210 to fulfill Area 1B general education requirements and Area 7 for the writing requirements for the A.A. degree. Meets Area 5 general education requirement for the A.S. degree. Students must pass with a minimum of "C" or higher to meet the requirements of the Gordon Rule. This course has 6,000 word writing requirement.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENG2101 THE FILM AS LITERATURE (3)

An examination of the elements of film contrasted to those of literature. The elements of film, visual and otherwise, are presented with representative examples from genre and general films. The course provides an opportunity for viewing significant films and sharing in the evaluation. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. or A.A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL2012 BRITISH LITERATURE (3)

Traces the development of the thematic, linguistic, and literary characteristics of British literature up to the 18th century. Emphasis will be placed on Chaucer, Shakespeare, Milton, Swift, and authors that reflect the changing literary canon. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL2022 BRITISH LITERATURE (3)

A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems in British literature of the nineteenth and twentieth centuries. Includes such writers as the romantic poets and Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Critical analysis required. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL2330 INTRODUCTION TO SHAKESPEARE (3)

A study of the background and texts of Shakespeare's sonnets and plays, Shakespeare's life and the period of time in which he lived, and the structure and content of various Shakespearean plays. Meets Area 2A general education

requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.A.S./A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ESC1000 EARTH SCIENCE (3)

An integration of the three classic disciplines of the earth sciences, geology, meteorology, and oceanography, and man's place in the universe. Course will focus on the basic principles governing these disciplines, and the effect of each on man. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Terms I, II, and III. Placement by Testing Department

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ESC1000L EARTH SCIENCE LABORATORY (1)

Laboratory Methods for Earth Science. Meets area 4C general education requirements for the A.A. degree. Meets the 4 or 5 general education requirements for the A.S. degree. One, two-hour laboratory weekly. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: ESC1000

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

EST2224C FIBER OPTIC COMMUNICATIONS (3)

The study of fiber optic communication systems and devices. Topics include electronic and optical devices, splices and fiber optic cables as well as telecommunications applications of fiber optic systems. Extensive lab experience.

Prerequisite: EET2142C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EST2436C BIOMEDICAL INSTRUMENTATION I (3)

Students will acquire proficiency in biomedical equipment maintenance through classroom and laboratory environment and will gain familiarity with and learn to evaluate, troubleshoot, test, and repair various types of biomedical equipment. Students will also learn to function in a hospital environment through an internship in the biomedical department of a participating hospital or biomedical equipment company.

Prerequisite: CET1123C EET2142C HSC1531

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EST2438C ADVANCED BIOMEDICAL INSTRUMENTATION (3)

This course is intended to inform students about the theory and operation of instrumentation employed in the medical imaging field such as x-ray machines, CT scanners, Ultrasound, Nuclear Medicine and MRI.

Prerequisite: EST2436C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

EST2940 BIOMEDICAL ENGINEERING TECHNOLOGY I (4)

The student will participate in a 13 weeks internship, 24 hours per week at a cooperating hospital. Topics will include orientation, orientation to biomedical engineering, medical instrumentation theory, safety standards, "hands-on" preventive maintenance procedures and equipment repair activities. The hospital biomedical engineering staff will directly supervise all aspects of this course.

Prerequisite: CET1123C EET2142C HSC1531

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 21.95

ETC1250C MATERIALS AND PROCESS (3)

Introduces the materials and process commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application; and ASTM procedures for testing concrete and steel, soils, and other building materials.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

ETC2450 STRUCTURAL DESIGN (3)

Simplified design of reinforced concrete structures including beams, columns, footings, retaining walls and pile foundations.

Classification of soils and interpretation of borings from the standard penetration test. Prerequisite: ETG2530 or equivalent.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ETD1320 BASIC CAD (3)

First course in computer aided design (CAD), lab work using AutoCAD software. Topics include fundamentals of DOS, AutoCAD command structure, setting units and limits, drafting primitives, layering, use of editing tools; grid, snap, and axis commands. Assignments requiring extensive use of the CAD lab. Extra lab hours are available.

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

ETD2331C AUTOLISP PROGRAMMING (3)

This course will teach students to use AutoCAD's embedded programming language, AutoLISP. Emphasis will be placed on production of small time saving programs to enhance AutoCAD's drafting capabilities. Students will learn proper programming and debugging techniques.

Prerequisite: ETD1320 ETD2350C

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

ETD2350C ADVANCED CAD (3)

Additional topics in AutoCAD. These include blocks, move and copy, array, mirror, text, text styles, 3D and isometric models. The development of macro operations. As in basic CAD, extra lab hours are available.

Prerequisite: ETD1320

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

ETG2530 STRENGTH OF MATERIALS (2)

A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG2530L. Prerequisites: MTB1321, MTB1322, PHY1001 or instructor approval.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ETG2530L STRENGTH OF MATERIALS LAB (1)

Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG2530. Prerequisites: MTB1321, MTB1322, PHY1001 or instructor's approval.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EUH1000 WESTERN CIVILIZATION (3)

A historical survey of Western culture from its roots in the ancient Near East to the beginning of the modern period in the 17th century. The approach is that of social history which examines the socio-economic, intellectual, political and other cultural forces which have shaped Western civilization. May also be taken for honors credit. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EUH1001 WESTERN CIVILIZATION (3)

Continuation of EUH1000 to the present, with emphasis on expansion of the West. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree. May also be taken for honors credit.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EUH2033 HISTORY OF THE HOLOCAUST (3)

An examination of the historical origins, execution, and consequences of the Holocaust. Meets Area 3A or 6 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EUH2052 HISTORY OF SPAIN (3)

This course will examine Spain's historical development from prehistoric times to the present. Special attention will be paid to the impact of important historical events such as the Enlightenment, the Napoleonic Wars, the fall of absolute monarchy, the several military uprisings during the nineteenth and twentieth centuries, and industrialization on Spanish society. The last part of the course will analyze the Spanish Civil War, the Franco Regime, and the present constitutional monarchy.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1009 ENVIRONMENTAL SCIENCE (3)

Study of the physical environment, its relationship with the biosphere, and man's impact upon natural systems. Meets Area 4A or 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1858 ENVIRONMENTAL REGULATION (3)

This course deals with the purpose of federal, state, and local environmental law and its impact on South Florida and the larger world community. Reason for protection of the environment, compliance with legislation, and the concept of due diligence are emphasized. Extensive use of the case studies approach will be used to illustrate the application of law. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1868 ENVIRONMENTAL REGULATIONS II (3)

This course will provide environmental technologists in the hazardous materials and water/wastewater areas with an understanding of the regulations and compliance methods specific to their areas. Topics to be covered will include OSHA, DOT, RCRA, CERCLA, TSCA, FIFRA, EPA, superfund, and clean air, land and water issues. Placement by Testing Department or

Prerequisite: EVR1858

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1868L ENVIRONMENTAL REGULATIONS II LAB (1)

This course will provide environmental technologists in the hazardous materials area with an actual or simulated experience in applying the regulations and compliance methods specific to their area. Topic to be covered will include OSHA, DOT, RCRA, CERCLA, TSCA, FIFRA, EPA, superfund, and clean air, land and other issues. Special fee charged.

Placement by Testing Department or

Prerequisite: EVR1858

Pre or Corequisite: EVR1868

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EVR2805 HAZARDOUS MATERIALS TOXICOLOGY (3)

This course will provide hazardous materials technicians with an understanding of potential health effects which may result from exposure to various hazardous materials. Topics to be covered will include biological interactions with toxic substances, metabolism of toxic substances, genetic toxicology, systemic toxicology, toxic agents, environmental toxicology, radiation health effects and common chemical hazards. Placement by Testing Department or

Prerequisite: BSC1005 CHM1025

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR2930 ENVIRONMENTAL SCIENCE SEMINAR (1)

Selected current topics in environmental science and related subjects. Placement by Testing Department.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by

student and employer. Pre-requisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Placement by Testing Department
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS1671 HAZARDOUS MATERIALS RECOVERY AND DISPOSAL (3)

This course is designed to explain the methods of recovery, incineration and/or disposal of hazardous waste. Topics include contracting with qualified disposal organizations, obtaining permits and ensuring regulatory compliance of hazardous waste. Field trips required.

Prerequisite: CHM1025 EVR1858

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS1802 INDUSTRIAL WASTE STREAMS (4)

This course will familiarize the student with common categories of industrial process facilities. Using the techniques developed in this course, the student will become familiar with a variety of industrial processes. The student should gain an appreciation for how to reduce the hazardous material waste stream. Field trips required. Instructor permission or

Prerequisite: CHM1025 CHM1025L

Lec Hrs = 64 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

EVS2005 WATER SUPPLY AND WASTE WATER DISPOSAL (3)

A single course covering the sources, treatment and distribution of potable water and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS2893C ENVIRONMENTAL SAMPLING AND ANALYSIS (5)

This course provides an introduction to EPA and DEP-approved methods for the collection and analysis of environmental samples. The laboratory is integrated with class theory. Topics include; sampling of water, soils, sediments and hazardous waste; application of field and laboratory-based analytical methods; documentation procedures; method validation including generation of precision, accuracy, and detection limits; writing comprehensive and project-specific quality assurance plans.

Prerequisite: CHM1025 CHM1025L

Lec Hrs = 48 Lab Hrs = 64 Oth Hrs = 0 Fees = 20.00

FFP1000 INTRODUCTION TO FIRE SCIENCE (3)

This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service. 48 hours independent study. Any student who satisfactorily completed the state standard certification requirements will automatically be awarded 3 semester hours in lieu of introduction to fire science.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1120 FIRE PROTECTION THROUGH BUILDING CODES (3)

Course examines objectives and criteria of South Florida building code requirements for various types of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections, and standards, and other pertinent material for building construction.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1505 FIRE PREVENTION THEORY AND APPLICATION (3)

Fundamentals of fire prevention are introduced with examination of fire causes and effects. The function of fire prevention bureaus, enabling legislation regulations and

standards are discussed. Additional areas of study include the inspection process, fire code enforcement, local decisions, fire investigations, records and reports.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1510 CODES AND STANDARDS (3)

Review of specific requirements of codes and standards that have a direct influence on life safety in both new and existing structures. Study includes discussion on the requirements for property protection.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1540 FIRE PROTECTION AND DETECTION SYSTEM (3)

This course examines requirements for and testing of fire sprinkler and standpipe systems, chemical systems, detection and alarm systems.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1780 FIRE ADMINISTRATION I (3)

An introduction into managing fire services and community fire protection programs. Relationships between the insurance industry, the professional community, contemporary management and planning concepts are analyzed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1810 FIREFIGHTING TACTICS AND STRATEGY (3)

A study of tactical considerations and strategic options employed in the extinguishment of fires; pre-planning and company level field operations will be analyzed with application of course concepts. 3 hrs. lec.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2111 FIRE CHEMISTRY (3)

Study of the physical and chemical properties of matter, with a particular emphasis on hazardous materials, hydrocarbons, oxidation-reduction chemistry, and residuals of pyrolysis. Topics covered include atomic structure, the periodic table, chemical bonding, chemical measurement, stoichiometry, and the study of chemical properties according to group, class, and reactivity. Sample collection and analysis is included as a practical component of the course. Prerequisite: Municipal Fire Inspector Certification.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

FFP2301 FIRE HYDRAULICS (3)

Study of the physical properties of water used in fire protection. Basic hydraulic measuring units, facts, theories and formulas for problem solving.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2302 FIRE APPARATUS AND PROCEDURES (3)

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2401 HAZARDOUS MATERIALS I (3)

Study of hazardous chemicals and processes including storage and transportation, mitigation, fire fighting, and review of Federal, state and local laws pertaining to hazardous materials.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2501 HAZARDOUS MATERIALS II (3)

A continuation and expansion of FFP2500 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials.

Prerequisite: FFP2401

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2521 CONSTRUCTION AND PLANS EXAMINATION (3)

Students will review actual building plans and apply codes, standards and inspection techniques, to find errors and

omissions, students shall make appropriate corrections according to the code, and with preferences identified.

Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2604 ORIGIN AND CAUSE (3)

A study of the arson and investigation problems examining facts and figures, motives and the role of fire department in arson suppression. Reviewing chemistry of explosions. Analyzing the juvenile arson problem. Analysis of urban fires, automobile fires, and reports, interrogation and presenting the arson case in the courtroom.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2630 LATENT INVESTIGATION (3)

Study of proper crime scene/fire scene investigation including conduct of appropriate documentation, collection and preservation of evidence, and the qualitative analysis of data to determine whether or not prosecution for the crime of arson is indicated. Special situations/ problems will be examined including the use of explosives, and hazardous materials. Arson for profit will be discussed with a distinction made between civil and criminal situations. Pre-requisite: must be Fire Inspector or Police Officer certified.

Prerequisite: FFP1120 FFP1505 FFP1510 FFP1540 FFP2521

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

FFP2670 LEGAL ISSUES IN FIRE INVESTIGATIONS (3)

Study of the applicable laws and attending legal considerations associated with the successful prosecution of arson cases. Specific areas of concentration include witness statements, interviews, interrogations, depositions, and written reports. Expert qualification and effective courtroom testimony will be examined and evaluated. Distinctions will be discussed between civil and criminal situations. Students will be required to prepare a case for prosecution from evidence gathered and/or provided in class, and present their testimony in a mock trial activity.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2690 FIRE SERVICE PHOTOGRAPHY (3)

Fundamentals of good photography, processing both black and white and color negatives and prints, fire science photography, arson photography, evidence photography, fire safety inspection photography. On demand.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2710 FIRE DEPARTMENT SUPERVISION (3)

Study of superior subordinate relationships, motivation, leadership, morale, discipline, work planning and other supervisory responsibilities related to fire dept. operations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2740 TECHNIQUES OF INSTRUCTION IN THE FIRE SERVICE (3)

Study of the instructor's role and responsibility in the teaching/learning process, introduction of teaching/learning styles, job task analysis, learning objectives, lesson planning and development, testing and evaluation, and administration of programs. 3 hrs. Lec.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2741 FIRE SCIENCE COURSE DESIGN (3)

Course covers the principles of effective curriculum design in the Fire Service field. It stresses the principles of adult and student-centered learning. Students learn to design courses and units that address learning, performance, and behavioral objectives as related to Fire Science.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2781 FIRE ADMINISTRATION II (3)

Provides a comprehensive overview of management aspects of fire prevention and inspection services, emergency operations, budgets, personnel, and labor relations. Explores

measurements and evaluation of fire department productivity.

Prerequisite: FFP1780

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2801 INTRODUCTION TO COMMAND (3)

A study of principles associated with the Incident Command System (ICS). Discusses how personnel can effectively protect themselves from a variety of potential dangers, perform responder tasks in a situation which combines the elements of a hazardous materials incident and a crime scene, notify and respond to appropriate authorities from local, state, and federal jurisdictions.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2811 APPLICATION OF FIREGROUND TACTICS (3)

This course applies the basic principles learned in FFP1400 to specific fire problems, e.g., churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, and warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2939 INTRODUCTION TO COMMAND (3)

A study of principles associated with the Incident Command System (ICS). Discusses how personnel can effectively protect themselves from a variety of potential dangers, perform responder tasks in a situation which combines the elements of a hazardous materials incident and a crime scene, notify and respond to appropriate authorities from local, state, and federal jurisdictions.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2949 CO-OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer.

Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FIN1100 PERSONAL FINANCE (3)

This course provides a survey of the areas of personal economic problems with which all individuals must contend. Course content guides each person towards receiving favorable results in the following areas: buying on credit, borrowing money, using bank services, and investing savings; selecting from various types of insurance coverage; home ownership vs. renting; obtaining investment information, investing in stocks and bonds; income taxes; Social Security; Medicare, retirement planning and annuities; and estate planning, wills, and trusts.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FIN2050 FINANCE OF INTERNATIONAL TRADE (3)

This course provides a general survey of international trade. Topics studied include transportation modes, cargo insurance and the various special terms of sale used in overseas transactions. Also covered are import/export, foreign exchange, pricing and quotations; import/export documentation and procedures; documentary credits, international payments and collections; bank financing sources for international trade and alternative financing techniques.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FOS2201 FOOD SERVICE SANITATION AND SAFETY (3)

This course provides the student with the basic concepts of food microbiology and food borne diseases. Standards enforced by food regulatory agencies will be identified. All

information will lead to the application of measures to prevent food borne illness. This course includes a comprehensive exam leading to national certification.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FRE1000 ELEMENTARY FRENCH CONVERSATION (3)

A custom made course for those residents in the community who require a cursory knowledge of French to help them communicate with French speaking people. One hour language laboratory weekly. Meets Area 8 general education requirement for the A.A. degree. Special fee charged.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

FRE1120 BEGINNING FRENCH I (4)

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with FRE1121. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

FRE1121 BEGINNING FRENCH II (4)

Continuation of FRE1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: FRE1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

FRE1170 FRENCH STUDY TRAVEL (3)

A course designed for students who wish to combine the study of French with subsequent travel to a French speaking region.

Prerequisite: FRE1120 or FRE1000 or instructor's approval.

Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: FRE1120

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FRE2200 INTERMEDIATE FRENCH I (4)

Review of most salient grammatical principles plus introduction of grammatical and idiomatic material. Composition and readings in new French prose. Conversation at an easy and enjoyable pace. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: FRE1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

FRE2201 INTERMEDIATE FRENCH II (3)

Emphasis on composition, comprehension and conversation. Interesting tour through French history, geography and literature. Aim of course to give student a necessary background in the culture of France and to achieve fluency in oral and written expression. This course completes intermediate year. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: FRE2200

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FSS1221C VOLUME FOODS (3)

Upon successful completion of this course, students should be able to demonstrate ability in preparing a full dinner and lunch menu, setting a dining room, and exhibiting proper clean-up and sanitation procedures. In addition, the students determine food costs and set prices for a given food cost.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

FSS1240C CLASSICAL CUISINE (3)

This course provides the professional culinary student with new menu items and terminology. It sets and applies standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties, and pastry products. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Instructor's approval or

Prerequisite: FSS1221C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

FSS1284 CATERING (3)

This course provides a survey of catering operations. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered affair are studied.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FSS2242C INTERNATIONAL CUISINE (3)

This course covers international cookery as it applies to modern menu use and selection. It includes preparation of cold buffet, entree, dinner accompaniment, and flambe dessert. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Instructor's approval or

Prerequisite: FSS1240C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

FSS2500 FOOD SERVICE COSTING AND CONTROLS (3)

This course provides a cost managing approach to the study of food and labor controls. Students examine the relationship of food and labor costs to selling price; cost control procedures for recipes and menus; precast and precontrol techniques; the preparation and utilization of management reports. A review of mathematics and its application to practical problems is covered. Emphasis is placed on the utilization of controls as a tool of management.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEA2000 WORLD GEOGRAPHY (3)

The study of geographical characteristics, area relationships, and major problems of the world's component regions. The underlying theme is to explain how and why geographic factors create global contrasts. Special emphasis will be placed on how the world has become more interdependent as complex economic systems have evolved with regional specialization. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB1011 INTRODUCTION TO BUSINESS (3)

This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB2112 ENTREPRENEURSHIP (3)

This course presents a modern treatment of business. It explores start-up/buy-out, franchising, business plans, marketing plans, human resources, financial planning, legal forms, products/services, selling, advertising, management policies, accounting systems, tax issues, capital management, computers, risk management, and ethical issues.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB2430 BUSINESS ETHICS (1)

A brief practical approach to recognizing, understanding and solving ethical problems confronting today's business people and organizations. Review the historical development of ethics, examine a variety of ethical dilemmas, and practice resolving them through ethical reasoning. Address reference to statutory and professional codes. Stress logical, responsible decision-making; address individual, organizational and societal needs. 1 hour weekly; or 5-week sessions, 3 hours weekly. 1 hour elective.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB2955 INTERNATIONAL CURRENT BUSINESS PRACTICES (3)
Upon successful completion of this course, students should have a broad conceptual viewpoint of international business activity in areas such as finance, marketing, production and manufacturing. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. Business concepts of other nations are studied through actual visits to foreign business enterprises. Emphasis is given to the differences in business policies between countries and their relationship to business activity.
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEO1000 INTRODUCTION TO GEOGRAPHY (3)
This course is a study of the relationship between humans and their environment. Analysis will specifically target the earth's physical systems including land forms and climates and human impact on the world's natural resources involving a study of cultures, populations, urban land use and conservation projects. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEO1132 REMOTE SENSING AND APPLICATIONS (3)
This course introduces basic concepts and fundamentals of remote sensing, image processing, and the global positioning system (GPS). The principles and processes involved in airphoto interpretation will be reviewed and examined. Image processing techniques will be reviewed from practical and mathematical points of view. The course is intended to provide the student with the background information necessary to successfully use remotely sensed imagery and GPS in conjunction with GIS technology. Prerequisite: Knowledge of Windows operating system.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.00

GEO1150C INTRODUCTION TO GEOGRAPHIC INFORMATION (4)
The intent of this course is to provide the student with a detailed introduction in geographic information systems (GIS) and support this information with laboratory activities. The course will cover all working knowledge of the theory aspects of geographic information systems including data collection, preprocessing, data management and data analysis as well as an introduction to the application of these systems. Prerequisite: knowledge of Windows operating system.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 16.00

GEO1151C INTRODUCTION TO GEOGRAPHIC INFORMATION (3)
This course will build upon the student's fundamental knowledge of GIS gained in the prerequisite course titled "Introduction to Geographic Information System I". The student will learn how to implement geographic concepts in GIS systems. The course will provide the student with the fundamental of computing and information science systems and cartography. It will introduce the student to the theory and practice of computer-aided cartography. In addition, the student will delve more deeply into data representation, manipulation and presentation.
Prerequisite: GEO1150C
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 16.00

GEO1156C APPLICATIONS OF GEOGRAPHIC INFORMATION (3)
A combined lecture and laboratory course in which students will draw upon the principles learned in GIS I and GIS II to increase/refine skills and apply them to individual and/or group projects.
Prerequisite: GEO1150C GEO1151C
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 32.00

GEO2370 CONSERVATION OF NATURAL RESOURCES (3)
A survey of the use and mismanagement of natural resources within the environment, including problems of development, pollution, biotic system, population, resource depletion, and technology. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GER1000 ELEMENTARY GERMAN CONVERSATION (3)
A custom made course for those residents in the community who require a cursory knowledge of German to help them communicate with German speaking people. One hour language laboratory weekly. Special fee charged. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

GER1120 BEGINNING GERMAN I (4)
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions. Designed to develop confidence and proficiency. Students expected to continue with GER1121. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

GER1121 BEGINNING GERMAN II (4)
Continuation of GER1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.
Prerequisite: GER1120
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

GER1170 GERMAN STUDY TRAVEL (3)
A course designed for students who wish to combine the study of German with subsequent travel to a German speaking region. Meets Area 8 general education requirements for the A.A. degree.
Prerequisite: GER1120
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GER2200 INTERMEDIATE GERMAN I (4)
Review of most salient grammatical principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Meets Area 2B and 8 general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree.
Prerequisite: GER1121
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

GER2201 INTERMEDIATE GERMAN II (3)
Emphasis on composition and comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course to give student a necessary background in the culture of Germany and to achieve fluency in oral and written expression. This course completes intermediate year. Prerequisite: GER2200 or equivalent. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GLY1010 PHYSICAL GEOLOGY

(3)

Study of geologic agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY1010 are strongly urged to register in the companion lab GYL1010L. Some senior institutions require a 4 credit geology course. Three hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GLY1010L PHYSICAL GEOLOGY LAB

(1)

Study of common rocks and minerals including their classification and origin and the interpretation of landforms through the study of geologic maps. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. One two hour laboratory weekly. Special fee is charged. Placement by Testing Department

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 7.00

GLY1100 HISTORICAL GEOLOGY

(3)

An earth systems study of the origin and evolution of the earth and the history of life on our planet. The course encompasses the causes and effects of mass extinction on the history of life, and the role of plate tectonics on the geologic and biologic evolution of earth. Field trips are optional. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GLY1100L HISTORICAL GEOLOGY LAB

(1)

One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: GLY1010

Pre or Corequisite: GLY1100

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

GRA1131C APPLIED GRAPHIC DESIGN FOR MULTIMEDIA

(3)

This course will give the student an introduction to graphic design for computer screens. Students will use digital image editing software to create effective computer screen design elements. Color theory and visual communication is introduced emphasizing color as it relates to non-print display, calibration, pixel properties, light mixing, additive vs. subtractive color theory. Digital image editing activities include selecting and creating shapes, and using painting techniques.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA1151C DIGITAL ILLUSTRATION

(3)

This course addresses the concepts and techniques necessary to create computer-generated illustrations for use in print, web and multimedia applications. Students will work with software packages utilized by professional designers. Assignments include the creation of technical illustrations, business graphics (charts, maps, tables, and diagrams) and art for other applications. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA1201C DIGITAL TYPOGRAPHY

(3)

This course is an introduction to computerized typography. The emphasis is on the visual effects of type as a design and communication element. Students will form an understanding of the fundamental rules related to type design, such as kerning and leading. The primary focus of the instruction will be in how

type is used in contemporary graphic design applications, but some practice in hand lettering will be included as well as a study of the how various type styles are designed. Also included is a study of font management, postscript, and handling of digital files. Students will solve a variety of problems commonly encountered in the production of a body of type for both print and electronic output.

Prerequisite: OST1811C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA1491C GRAPHIC DESIGN INDUSTRY

(1)

This course provides a basic understanding of the current Graphic Design Industry. The student will learn the history of the industry and the current direction the industry is taking towards expanding beyond print into web, multimedia, video, audio, and animation graphics. Students will gain a basic understanding of the industry standard hardware, operating systems and application programs used to create graphic design products. Included are field trips to state-of-the-art businesses along with research into jobs and related skills needed.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA1721C WEB PROGRAMMING

(3)

The student will learn the basics of creating a web site and will progress through the processes of analysis, design, development and implementation of complete web sites using HTML language with the text editors and WYSIWYG web editors. This course includes: introduction to the WWW. Web Programming with HTML, layout and structure of web sites, hyperlinks, multimedia, forms, frames, testing, maintenance and uploading web sites to servers.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2134C ADVANCED MULTIMEDIA ANIMATION

(3)

Continuation of Multimedia Animation to create advanced 2-dimensional animations with Lingo scripting (or other language) to be included in multimedia applications. Students learn advanced techniques which include the following: programming concepts in Lingo (or other language), improved hypertext and buttons, using lists and properties, file input and output, debugging, creating object-oriented movies in window programming, creating scrolling graphic and text, menu bars, and custom cursors, controlling digital video and MIDI, creating games, and understanding Xtras and NetLingo and Shocking files for internet use. Students will create advanced animations using scripts for output to kiosks, games, CDs, and the Internet.

Prerequisite: GRA2160C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2142C WEB DESIGN

(3)

Intended for Art/Graphic Design majors who will apply sound design principles toward delivering images for the world wide web. The student will develop an understanding of how the internet is used by commerce, how it functions in the marketplace, and how Graphic Designers apply their skills to a digital media. The student will create web pages/sites, coordinate web structures, and learn basic web-site management techniques.

Prerequisite: ART1201C ART1300C GRA2190C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 50.00

GRA2143C WEB PUBLISHING II

(3)

This is an advanced graphics design course in designing web pages. Student will learn to create web pages using HTML focusing on interactivity and usability. Students will work with text, links, color, and images for Internet delivery. Students will also learn and use related technology: JavaScript and Cascading Style Sheets. The class is portfolio driven.

Prerequisite: GRA2841C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2152C ADVANCED DIGITAL IMAGE DESIGN (3)

This is an advanced level course where students will solve complex digital imaging, illustration and compositing problems that require both 2D and 3D special affects. Students will be introduced to the fundamentals of creating and animating 3D images using 3D animation and modeling software packages, including creating objects, building models, animating, creating a scene, applying textures and paint, setting lights and cameras and rendering the final animation. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea which can be produced in a variety of print outputs, as well as output for the Web, TV and multimedia.

Prerequisite: GRA1151C PGY1801C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2160C MULTIMEDIA ANIMATION (3)

Create 2-dimensional animations to be included in multimedia titles. Students learn the windows in the software; how objects can create the illusion of movement; how to auto-animate text; how to coordinate movement, placement, and timing of objects; how to add sound to animation; how to create an animation of a live object, backgrounds, and basic interactions. Students are introduced to a scripting language to coordinate flow of information.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2161C ADVANCED IMAGE EDITING (3)

The student will learn the advanced image processing techniques to prepare images for various output venues for web and multimedia. Multimedia and web developers use sophisticated graphic software (Fireworks and Photoshop with ImageReady or other similar software) to create interactive and stunning visuals that are easily integrated into dynamic multimedia and web pages. Students will learn how to create graphics with vector and bitmap images, apply special effects, build buttons, rollovers, animated gifs, image maps, compare graphic formats, optimize web graphics & palettes. Projects focus on resolution, color management including palettes and bit depth, optimization, image and texture creation, alpha channels for compositing, and special effects. Industry standard software will be used including Photoshop and Fireworks.

Prerequisite: GRA1131C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2162C INTRODUCTION TO 3D ANIMATION (3)

This course is an introductory level course in 3D animation. Students create complex animations which are carefully planned through storyboarding and cinematic techniques. Students will complete 3D animation projects and follow the 3D animation process, practicing and applying various features of the 3D animation software package.

Prerequisite: GRA2171C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2171C ADVERTISING AND PROMOTIONAL DESIGN (3)

This course will introduce advertising and marketing principles. Students will apply design and technical skills introduced in foundation level classes. The focus will be on solving real-world advertising and promotional problems, carrying projects from initial concept to final presentation of the product. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea for production in a variety of print outputs, as well as output for the Web, TV and multimedia. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Prerequisite: GRA1151C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2181C GRAPHIC DESIGN PORTFOLIO (1)

This course is designed to develop students' strategies for portfolio presentations to employers and clients, demonstrating their critical analysis skills, technical ability and visual expertise. Students will assemble and evaluate their work in order to develop professional graphic design portfolios. Students will also learn to develop alternate visual strategies as they apply to portfolio requirements set by industry standards. Industry will be consulted on a periodic basis to assist in the identification of portfolio requirements.

Prerequisite: GRA2152C Corequisite: GRA2940C

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

GRA2185C ART DIRECTION AND FINAL PRODUCTION (3)

This course is an advanced level course that forms an integral part of the final skills needed to complete the Graphic Design Technology A.S. degree requirements. It is intended to support the portfolio and internship courses by providing practice in advanced concept formulation and art direction strategies and practical experience in production of their portfolio at a service bureau. Corequisite: GRA2181C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2190C INTRODUCTION TO GRAPHIC DESIGN (4)

This course is an introduction to the materials, techniques and production methods used in the Graphic Arts, pointing out how various layout techniques lead to a printed piece. Intended for Art majors who wish to pursue a BFA degree in Graphic Design.

Prerequisite: ART1201C ART1300C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

GRA2191C GRAPHIC DESIGN II (4)

Production studio techniques for graphic design, featuring preparation of art for reproduction using the computer as a graphic problem-solving tool, combining text, image, and digital design. Intended for art majors who wish to pursue a BFA degree in Graphic Design or want to seek entry employment.

Prerequisite: GRA2190C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

GRA2403 PRINCIPLES OF PROJECT MANAGEMENT (3)

Students in this course will gain a comprehensive understanding of the skills required of project managers. This includes software presentation training, instruction in monitoring and controlling projects, procurement planning techniques, and an introduction to using project management software.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GRA2404C PRINCIPLES OF PROJECT MANAGEMENT II (3)

Students in this course will gain a comprehensive understanding of the use of project management software to: organize a project, schedule milestones, schedule tasks in the appropriate sequences, assign resources and costs to tasks, prepare professional reports, and track/analyze a project's progress.

Prerequisite: GRA2403

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2723C ADVANCED WEB SITE DESIGN (3)

This course allows developers, programmers, and designers to visually create and edit data-driven Web sites for multiples server platforms. Developers will use Macromedia UltraDev (or/and another data-driven application) to conceptualize and develop dynamic Web sites. Students should have complete knowledge of graphics, HTML and database management before taking this course.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2724C ADVANCED WEB ANIMATION (3)

This course will teach students to write ActionScript that can be executed on any computer running compatible software. These programs will be created using Object-Based Scripting

Language and designed to interact over the internet or any other similar network with an appropriate Web Browser. Students will learn ActionScript structure and syntax, how to interact with environment variables, use event handlers, functions, and methods and receive an overview of working with Object-Oriented methodologies. Students will conceptualize and develop interactive websites and games using the full features of ActionScript.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2841C WEB PUBLISHING (3)

This course is a basic course in designing web pages, web site architecture and navigation. Students will be instructed in the most current applications used for production of web pages. Proper coding of the pages using current web tools, with consideration of various platforms, will be provided. A special emphasis will be placed on interactivity design and page layout, and proper use of typography and images for delivery on the Internet. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Prerequisite: PGY1801C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2940C GRAPHIC DESIGN INTERNSHIP (3)

This course is a culmination of the Graphic Design Technology two year A.S. Program. Students will learn the necessary business protocol and job interviewing skills that will place them in an internship situation. The intern will work in a studio setting, e.g., advertising agency, graphic design department of a small or large company, commercial printing business, etc. The experience will involve all duties usually associated with the current graphic design profession. Interns are expected to complete project assignments from start to finish with minimal guidance from the sponsoring entity/establishment.

Prerequisite: GRA2152C

Corequisite: GRA2181C

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 45.00

HBR1200 BEGINNING HEBREW I (4)

Fundamental of speaking and understanding reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and a basic proficiency in Modern Hebrew. Student is expected to continue with HBR1121. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HBR1121 BEGINNING HEBREW II (4)

Continuation of Hebrew 1120. Further development of the basic skills. Selected readings in the textbook. Meets Area 8 general education requirements for the degree. Special fee charged.

Prerequisite: HBR1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HBR2200 INTERMEDIATE HEBREW I (4)

Continuation in the instruction of the most salient grammatical principles plus introduction of new idiomatic material. Writings and selected readings in Modern Hebrew prose. Conversation at a more advanced level and pace. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: HBR1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HBR2201 INTERMEDIATE HEBREW II (3)

Review of all basic grammar principles. Emphasis on relative fluency in speaking. Comprehensive reading and writing skills sharpened. Limited cultural and historical information studied in the target language. This course completes the intermediate college level course in modern Hebrew. Meets Areas 2B and 8

general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: HBR2200

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HCP0110C BASIC NURSING I NURSING ASSISTANT (4)

This course is designed to prepare the student for employment as a nursing assistant. The student will perform basic nursing skills in both the college lab and clinical area. Didactic instruction will be taught concurrently. Instructor's approval or Prerequisite: HCP0130

Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 80 Fees = 73.95

HCP0130 HEALTH CAREERS CORE CURRICULUM (2)

The Health Careers Core Curriculum course presents basic knowledge & skills for students majoring in a health science degree program. The course introduces students to a health care delivery system, the health occupations, and teaches basic medical and employability skills.

Lec Hrs = 45 Lab Hrs = 30 Oth Hrs = 0 Fees = 52.00

HCP1930 FUNDAMENTALS OF CARDIAC CATHETERIZATION (3)

This course is designed to provide the basic knowledge and skill necessary to prepare the health professional for orientation into a cath lab setting. The focus is to prepare the personnel to perform and function in a cath lab setting as related to diagnostic and interventional procedures. Topic areas include: historical perspective, techniques of cardiac catheterization, hemodynamics, pharmacology and radiology. Prerequisites: 2 years work experience in health related field. BCLS-C Certification.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

HFT1210 SUPERVISORY DEVELOPMENT (3)

This course provides training on the art of supervising employees and the development of sound relations with other departments. It covers methods of controlling costs, development of cost consciousness, cost improvements, techniques in the supervision of employees, and developing sound relations with other departments.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT1700 INTRODUCTION TO TOURISM INDUSTRIES (3)

This course provides a survey of the history, organization, problems, opportunities and future trends in the areas which comprise the travel and tourism industries. Emphasis is placed on the economic benefits and social implications of tourism. This course is beneficial to the purchaser of tourism services as well as the marketer.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT1941 OPERATIONS AND SERVICE PRACTICUM (3)

This course requires practical work experience or participation in formalized internship program in related disciplines in a approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with supervisors. Emphasis is placed on how the job relates to the satisfaction of customer needs. In addition, the essence of the service transaction offered by the organization is analyzed, including both the tangible and intangible components

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2220 ORGANIZATION AND PERSONNEL MANAGEMENT (3)

This course covers the organization, supervision and direction of operations in the hospitality/ restaurant/travel industries. It analyzes the internal organizational structure and its administrative roles and functions. The course considers techniques of employee training, promotions, job specifications, discipline and morale. The course borrows from the behavioral

sciences by emphasizing the human dimensions of management.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2250 HOTEL MANAGEMENT (3)

This course provides a study of the growth and progress of the hotel industry and how hotels are developed, organized, financed and operated.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2410 FRONT OFFICE SYSTEMS AND PROCEDURES (3)

This course provides basic training in front office procedures, and focuses on the rooms division of a hotel: front office, housekeeping, guest service, engineering, and security/loss prevention.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2460 FINANCIAL MANAGEMENT (3)

A study of accounting systems for the hospitality/restaurant/travel industries with emphasis on operating statistics and financial reports. The utilization of financial statements by management is studied.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2500 MARKETING (3)

This course emphasizes how to sell and promote the services the hospitality/restaurant/travel industries offer guests. It covers the development of business through personal selling, media advertising and publicity. In addition, the operations of a sales and convention department are studied.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2511 CONVENTION AND GROUP BUSINESS MARKETING (3)

This course covers the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing of facilities and activities to organizers, retailers, and/or consumers are emphasized.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2600 HOSPITALITY LAW (3)

This course provides a study of the nature and function of our legal system as applied to hospitality, restaurant and travel operations. Operator/guest relationships, contracts, torts, civil rights and insurable risks are emphasized.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2721 TRAVEL AGENCY MANAGEMENT AND OPERATION (3)

This course provides familiarization with travel agency operations including the selling, transporting, storing, advertising, planning, and management of travel services. The course also provides hands-on training in computerized reservations (SABRE) and keyboarding, and incorporates key aspects of managing corporate travel.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2730 TOUR PACKAGING (3)

This course provides a study of how to create, develop and sell package tours. Methods of customizing tours through the proper matching of destinations with market segments are covered.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2942 MANAGEMENT AND CONTROL PRACTICUM (3)

This course requires practical work experience or participation in a formalized internship program in related disciplines in an approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty make regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Emphasis is placed on human relations, motivational techniques and management styles relating to the control of employees,

money, and material as they are used to satisfy customer needs.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisites: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1000 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (2)

This course provides an introduction to learning technologies, learning styles, the program, and the profession, including its history, roles, functions, and ethics. Upon completion, students should be able to use learning technologies, apply learning skills and describe the program and profession. Prerequisite: Acceptance into the program.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1110 HEALTH DATA CONCEPTS (3)

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include: record content and format, analysis, record management, forms design/control, release of information, indexes and registers. Upon completion, students should be able to demonstrate and understanding of health record systems, including their maintenance and control.

Pre or Corequisite: HIM1000 HIM1300

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 3.00

HIM1223 CODING: ICD-9-CM (2)

This course provides a foundation using ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM codes. Offered Term 2

Pre or Corequisite: HIM1260 HIM1433 HIM1436

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1250 CODING: CPT/HCPCS (2)

This course provides a foundation using CPT/HCPCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes. Corequisite: HIM1223

Pre or Corequisite: HIM1260 HIM1433 HIM1436

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1260 HEALTH INSURANCE BILLING (2)

This course covers federal, state, and private health insurance plans including managed care. Topics include: the processing cycle of health insurance claims, completion of the 1500 billing form, reimbursement methodologies, introduction to diagnosis and procedure coding systems, and legal and ethical issues. Upon completion, students should be able to apply billing principles to accurately and ethically receive appropriate reimbursement for services.

Prerequisite: HSC1531

Pre or Corequisite: HIM1223 HIM1250

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1300 HEALTHCARE DELIVERY SYSTEMS (3)

This course is an introduction to the historical development, current structure, operation, financing, and future directions of the major components of the U.S. health care delivery system. A population perspective is used. Upon completion, students should be able to identify the major components, issues and

trends in the U.S. healthcare delivery system.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1433 PATHOPHYSIOLOGY I (2)

This course covers the nature, cause, and treatment of human diseases including the diagnostic and therapeutic modalities used for each. Typical health record data is interpreted. A parallel course to BSC1085 including: basic concepts of disease, basic concepts of diagnostic and therapeutic modalities including pharmacology; the integumentary, musculoskeletal, endocrine, nervous systems, and the special senses. Upon completion, students should be able to demonstrate an understanding of the diagnosis, management and documentation of human diseases.

Prerequisite: HSC1531

Pre or Corequisite: BSC1085 BSC10E5L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 35.00

HIM1436 PATHOPHYSIOLOGY II (2)

This course covers the nature, cause, and treatment of human diseases including the diagnostic and therapeutic modalities used for each. Typical health record data is interpreted. A parallel course to BSC1086 including: the circulatory, respiratory, digestive, urinary, and reproductive systems, and fluids and electrolytes. Upon completion, students should be able to demonstrate an understanding of the diagnosis, management and documentation of human diseases.

Prerequisite: HIM1433

Pre or Corequisite: BSC1086 BSC1086L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 35.00

HIM1800 PROFESSIONAL PRACTICE EXPERIENCE: B (2)

Supervised Professional Practice experience in a health information management department. Emphasis on record assembly, analysis, filing, admission and discharge procedures, as well as outpatient coding.

Prerequisite: HIM1110

Pre or Corequisite: HIM1223 HIM1250 HIM1260

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.45

HIM2012 LAW AND ETHICS (2)

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government, tort law, confidentiality and release of information, subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends.

Prerequisite: HIM1110 HIM1300

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2214 HEALTH STATISTICS (2)

This course covers the collection, compilation, analysis, verification, and display of health care statistics. Topics include: the use of statistics, basic statistical principles, commonly computed rates, vital statistics, uniform reporting requirements, data display, ethics, and the role of the HIM department. Upon completion, students should be able to collect, calculate, analyze, present, and report statistical data.

Prerequisite: HIM1110 MAT0024

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2234 CODING: ADVANCED ICD 9 CM (3)

Integration of disease processes with applied advanced coding principles, following an introduction to the clinical aspects of selected diseases. Introduction to the DRG system, PPS, and UHDDS guidelines.

Prerequisite: BSC1085 BSC1086 HIM1223 HIM1250 HIM1433 HIM1436

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 35.00

HIM2304 SUPERVISION & ORGANIZATIONAL LIFE (3)

This course covers management and supervision principles are applied to healthcare settings. Emphasis is placed on problem-

solving and communication skills related to planning, organizing, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health- care settings.

Prerequisite: HIM2012

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2500 PERFORMANCE IMPROVEMENT (2)

This course is an introduction to the principles of performance improvement and quality management in health care. Topics include: clinical quality improvement; utilization management; risk management; medical staff credentialing and peer review; accreditation standards; laws and regulations; tools for data collection, analysis, and display; and the role of the HIM department. Upon completion, students should be able to apply performance improvement techniques; collect, analyze, and display data; and support a range of quality management activities.

Prerequisite: HIM2012

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2652 HEALTH INFORMATION SYSTEMS (3)

This course is an introduction to information technology related to healthcare and the automated tools and techniques for collecting, storing, and retrieving data. Topics include: system analysis, design, and security; file structure, networking, telecommunications, document imaging, medical informatics, the electronic health record, and implementation issues. Activities include HIM computer applications. Upon completion, students should be able to assist in the design, implementation, evaluation, and maintenance of automated information systems in healthcare.

Prerequisite: CGS1100 HIM1800

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2810 PROFESSIONAL PRACTICE 2 (2)

Supervised professional practice experience in a health information management department. Emphasis on health information systems, in-patient coding, and law and ethics. Upon completion, students should be able to apply health information theory to practice.

Prerequisite: HIM1800

Pre or Corequisite: HIM2012 HIM2234

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 21.95

HIM2930 TRANSITION SEMINAR (1)

Discussion of recent issues and trends in the healthcare field which impact health information management practice and the professional rights and responsibilities of a health information professional. Workplace preparation and career management strategies are presented.

Prerequisite: HIM2810

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2950 HISTORY TRAVEL STUDY (1)

A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2955 HISTORY STUDY ABROAD (3)

A combination of classroom preparation plus foreign travel. Variable content depending on countries visited. Historical background and travel preparation will be included.

Prerequisite: instructor's approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2956 HISTORY TRAVEL STUDY (6)

The same general description applies to this course as is given to the History Study Abroad offered for three semester hours. However, a longer itinerary to be visited will necessitate more extensive course requirements.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HLP1081 HEALTH FITNESS

(2)

A course primarily designed and organized so that students of all ages can maintain and/or improve their physical health, through pre-testing procedures and individual assessment of strength, flexibility and cardiovascular endurance. From the data collected, and health/fitness information obtained in the course, individual fitness and health plans will be described and carried out.

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 2.00

HLP1087 WELLNESS WORKOUT

(1)

This course is an advanced extension of the wellness track classes. It reviews exercise principles and offers an opportunity for pre-testing to aid in Personal Program Development and post-testing for improvement evaluation. An individualized approach is used in helping class members to develop and implement a personal wellness program. Prerequisites: (any of the following): HLP1081, PEM1116, PEM1131, PEM1141, PEM1146, PEN1171, or instructor's approval.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

HLP2949 CO OP WORK EXPERIENCE

(3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSA2810L PRACTICUM IN HEALTH FACILITY ADMINISTRATION

(6)

An exposure and involvement in the managerial activity of health care facilities for the purpose of developing recognized competencies through the application and demonstration of prescribed objectives.

Prerequisite: ACG2001 HSA2111 HSC1531 HSC1949 MAN2021 MNA2345

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 272 Fees = 13.00

HSC1101C INTRODUCTION TO HEALTHFUL LIVING

(1)

This course provides a personalized introduction to wellness; wellness components of flexibility, muscular strength/endurance, cardiovascular wellness, and body composition; nutrition, weight management, stress management, and how students can apply this information to ensure healthful living. Opportunities are provided to learn updated information on HIV/AIDS and to assess one's personal wellness status through health related fitness and nutrition assessments. Meets Area 4C general education requirements for the A.A. degree. Meets Area 5 general education requirements for the A.S. degree.

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 5.00

HSC1130 CONTEMPORARY HEALTH ISSUES

(3)

Students will investigate, discuss and make decisions regarding contemporary health issues such as sexuality, HIV/AIDS, STD's, drugs and alcohol, self esteem/depression/suicide, consumerism, lack of wellness, and specific current health issues.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSC1531 MEDICAL TERMINOLOGY

(3)

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation learning aids are available in the language laboratory to assist students in developing competency.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSC1949 HEALTH SERVICE WORK EXPERIENCE

(20)

Students with a postsecondary adult vocational certificate program may receive credit for classroom and work experience based upon departmental review. Credits may apply only to students seeking an A.S. degree in Health Service Management.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 0.00

HSC2100 PERSONAL AND COMMUNITY HEALTH

(3)

This study of health problems relating to the individual community including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Not classified as an activity course. Elective credit only.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSC2400 FIRST AID AND SAFETY

(3)

Accepted practices and training in first aid care of the injured and medical self help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included. Not classified as an activity course. Elective credit only.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSC2660 COMMUNICATION FOR INTERDISCIPLINARY HEALTH TEAMS

(2)

An introductory course for healthcare professionals working with interdisciplinary teams. Students will study the dynamics of interdisciplinary teams, quality customer relations, ethical and legal considerations and therapeutic communication skills. Note: Registration limited to students currently enrolled in the second year of an allied health program.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HUM2700 HUMANITIES TRAVEL STUDY

(3)

An examination of the styles and influences of Music, Art, Theatre, Religion, Literature, and Philosophy in selected geographical areas. Course combines classroom preparation and foreign travel.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HUM2701 HUMANITIES TRAVEL STUDY

(6)

The same general description applies to this course as is given to the Humanities Travel Study offered for three semester hours. However, a longer itinerary of the location(s) to be visited will necessitate more extensive course requirements.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HUN1202 ESSENTIALS OF NUTRITION AND DIET THERAPY

(3)

A study of nutritional science the nutrient, interrelationships and the nutritional needs of persons at various stages of life cycle. Particular emphasis will be placed on diet therapy in the modification of disease process. This course is open to all allied health students only or with permission of the instructor. 3 hrs. lec. Term I, II, and III.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

IDH2121 HONORS INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

(3)

The Honors Interdisciplinary Studies Seminar is the capstone course in the Honors Program. In this course Honors students have the opportunity to integrate critical and analytical skills that will enable them to evaluate diverse ideas, information and research from an interdisciplinary perspective. The study topic will vary and will be structured around a specific theme; such as time period, an event or series of events, or a broad cultural concept. Course content will emphasize the relationships of knowledge in any combination of the following discipline groups: Mathematics/ Science, Social Science and Behavioral Science and Liberal Arts. Emphasis will be placed on interdisciplinary activities in composition, communication, technology and research. Activities may include written

projects, group projects, presentations, community service, research and/or field trips.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1022 PRINCIPLES OF INTERIOR DESIGN (3)

This introductory studio course examines the role of the interior designer, the psychology of space, color and client interactions. Emphasis is placed on exploration of the elements and principles of basic design and their application in the process of shaping and defining interior space and development of a basis for critical design analysis.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1229C INTERIOR DESIGN CONSTRUCTION DOCUMENTATION (3)

In this course students learn to read and develop drawings necessary for the construction of interior projects. Emphasis is placed on the proper use of line weights, graphic symbols, specification, notation, dimensioning and cross referencing of documentation to complement architectural construction documentation.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND1429 INTERIOR MATERIALS (3)

In this course students will survey the properties and uses of interior finish materials, both textile and non-textile, and their application in residential and commercial installations. Focus is placed on industry practice in selection and fabrication of interior surfaces and furniture elements.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1607C ERGONOMIC ENVIRONMENTS (3)

This course provides an in-depth analysis of ergonomic planning principles in special purpose spaces and for people with special needs.

Pre or Corequisite: IND1022

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2210C INTERIOR DESIGN STUDIO (3)

In this course students will apply design and communication skills to create and present a complete design for a specific client. Selection of furnishings and cabinetry as well as fabrics/finishes are developed and applied to the overall design scheme.

Prerequisite: IND1020 IND1607C IND1229C

Pre or Corequisite: IND1429

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2230C DESIGN DEVELOPMENT (3)

In this course the student will develop a comprehensive set of working drawings for interior design project and become familiar with building codes as they relate to construction drawings using the computer as a drafting tool. Emphasis will be placed on development of complete documentation of the design solution as appropriate to communicate specification and fabrication information to the construction industry.

Prerequisite: IND1022 IND1607C IND1229C IND1429

Pre or Corequisite: IND2210C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2501 INTERIOR DESIGN INDUSTRY PRACTICES (2)

The course familiarizes students with the everyday business, legal and financial considerations of the design industry. Course covers operations, designer/client/vendor/professional consultant/contractor relationships; government and statutory rules and regulations, contract analysis, insurances, fees, and public relations.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND2945 INTERNSHIPS IN DESIGN INDUSTRY (1)

The course is a culmination of the Interior Design Technology Advanced Technical Certificate. Students will work in two separate positions in the interior design industry, e.g., professional designer's office, kitchen or bath design firm, retail

sales of interior design elements, general contractor's interior design services division, and/or design element fabricator, etc.

Pre or Corequisite: IND2501

Lec Hrs = 16 Lab Hrs = 256 Oth Hrs = 0 Fees = 0.00

INP1301 HUMAN RELATIONS IN BUSINESS AND INDUSTRY (3)

Introductory course to the study of human behavior emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of other. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selections and training, and supervisory practices.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

INR2002 INTRODUCTION TO INTERNATIONAL RELATIONS (3)

A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations; study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ISS2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ITA1120 ELEMENTARY ITALIAN I (4)

Fundamentals of speaking, understanding, reading, and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with ITA1121. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

ITA1121 ELEMENTARY ITALIAN II (4)

Continuation of ITA1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Prerequisite: ITA1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

JOU1100 BASIC REPORTING (3)

Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, defining news, types of stories, organization of stories, policy and libel.

Prerequisite: Permission of instructor or

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JOU1207L MAGAZINE PRODUCTION (3)

Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1400L NEWSPAPER PRACTICUM I (1)
Practical application of news writing and editing principles through work with college media. Instructor's approval or Prerequisite: JOU1100
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1401L NEWSPAPER PRACTICUM II (2)
Continuation of JOU1400L. Students may take JOU1400L and JOU1401L during the same term. Instructor's approval or Pre or Corequisite: JOU1400L
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

JOU1402L NEWSPAPER PRACTICUM III (2)
Continuation of JOU1421L. Practical application of newspaper principles: copy editing, page layout, typesetting, headline writing, picture cropping, rewriting, copy preparation through work with the college newspaper. Instructor's approval or Prerequisite: JOU1400L JOU2200
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

JOU1440L MAGAZINE PRACTICUM I (1)
Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: Instructor approval or Prerequisite: JOU1207L
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1441L MAGAZINE PRACTICUM II (1)
Continuation of JOU1440L. Instructor's approval or Prerequisite: JOU1440L
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU2200 NEWSPAPER EDITING AND MAKEUP (3)
Course provides instruction and practical experience in copy editing, rewriting, headline writing, page design for both makeup copy and advertising, picture cropping and scaling, cutlines, and an introduction to desktop publishing. Instructor's approval or Prerequisite: JOU1100
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU2203 MAGAZINE EDITING (3)
Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing.
Prerequisite: JOU1100
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST1500 SURVEY OF JEWISH CULTURE (3)
A survey of the development of Jewish culture through a study of the concepts, values, traditions and rituals of Judaism.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST1700 THE HOLOCAUST (3)
The historical, political, literary, religious, and philosophical dimensions of the Holocaust.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST2400 SURVEY OF JEWISH CIVILIZATION (3)
A survey of the history of Jewish civilization beginning with the origins of the Hebrews, through early Christianity and the

Renaissance, to the State of Israel.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST2815 HISTORY OF MODERN ISRAEL (3)
This course will begin with the period of the Enlightenment for the Jewish people and will follow the historical development which led to the development of the State of Israel.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LAH1004 THE HISTORY OF THE TWO AMERICAS (3)
The North and South America story, from the day of the Indians through the conquest and colonization of the whites to the beginning of today's revolutions. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LAH1005 THE HISTORY OF THE TWO AMERICAS (3)
The problems of today in the Western hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relations in the areas of politics, economy and social structure. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1000 INTRODUCTION TO RECREATION (3)
This course acquaints the individual with the recreation organization and opportunities for leaders in the field.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1260 INTRODUCTION TO OUTDOOR RECREATION (3)
This course will introduce students to the career opportunities available in the field of outdoor recreation/adventure education.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1700 RECREATION FOR SPECIAL GROUPS (3)
An overview of the characteristics and needs of members of special groups and how to plan and implement recreational activities appropriate for each group.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI2401 RECREATION MANAGEMENT (3)
A course primarily designed for the student to learn about the different aspects of managing recreational programs and events. The student will be exposed to the many and varied needs of developing a quality program or event.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI2731C RECREATION THERAPY (2)
An overview of various therapies that can be useful in a recreational setting.
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

LEI2861 RECREATION TECHNOLOGY AND EQUIPMENT (3)
The rapid growth of technology and sophistication of equipment, necessitate the recreation specialist to keep abreast of developments in the market place. This course is designed to expose students to hardware, software, and equipment that are commonly used in centers across the nation to attract participants in recreational activities. Opportunities are provided for a hands-on learning experience in this technology and equipment.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIN1670 ENGLISH GRAMMAR (3)
A course designed for those desiring more intensive work in grammar and syntax than composition courses provide. Includes the study of grammatical principles and theory and application of those principles in student writing. May be taken by public school teachers for recertification. Special fee

charged.

Prerequisite: ENC0021

Lec Hrs = 48 Lab Hrs = 8 Oth Hrs = 0 Fees = 5.00

LIT1171 JEWISH LITERATURE I: 1800 TO THE HOLOCAUST (3)

A study of selected works from the Jewish Enlightenment to 1933. Analyzes the major characteristics of worldwide Jewish literary works. Includes such authors as Sholom Aleichem, Agnon, Bialik, Cahan, and H. Roth. May be used for study abroad.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT1172 JEWISH LITERATURE II: HOLOCAUST TO THE PRESENT (3)

A study of selected works from the Holocaust to the present. Analyzes the major characteristics of worldwide modern Jewish and Israeli literature. Includes such authors as Weisel, Malamud, Bellow, P. Roth, Ozick, Singer, Oz, Yehoshua and Appelfeld. May be used for study abroad.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT1370 THE BIBLE AS LITERATURE (3)

A study of literary forms found in the Bible, such as history, biography, short story, parable and lyric poetry. Basic literary analysis of selected portions of the Bible.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2020 INTRODUCTION TO THE SHORT STORY (3)

A discussion of the themes in short stories from many countries of the world. May include such authors as Poe, Borges, Camus, Chekhov, Fuentes, Mishima, O'Connor, Bambara, Walker, Kafka, and De Maupassant. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degrees.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2030 GREAT IDEAS IN POETRY (3)

A view of poetry as an exploration into the depth of human experience. Audio-visual materials, guest speakers, and field trips may be utilized. Students read and discuss the aesthetics of poetry. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2110 WORLD LITERATURE THROUGH RENAISSANCE (3)

A survey of selected masterpieces of world literature before 1610. Includes excerpts from the Old and New Testaments and authors such as Sappho, Sophocles, Ovid, Confucius, Lao Tzu, Dante, Boccaccio, Aesop, Homer and Shakespeare. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degrees.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2120 WORLD LITERATURE RENAISSANCE TO PRESENT (3)

A survey of selected masterpieces of world literature since 1610. Includes such authors as Rousseau, Franklin, Wollstonecraft, Tolstoy, Lessing, Camus, Achebe, Yeats, Neruda, Voltaire and Marquez. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2310 LITERATURE OF THE SUPERNATURAL AND SCIENCE FICTION (3)

An introduction to the literature of science fiction, fantasy, and the supernatural. Includes authors such as Stoker, Lovecraft, Asimov, Bradbury and Tolkien. Meets Area 2A general

education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2341 MYSTERY FICTION (3)

A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police, procedural, spy, and mystery thriller fiction. Includes authors such as Poe, Christie, Doyle, and Hammett.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2510 MALE FEMALE IMAGES IN LITERATURE (3)

An exploration of the ways literature represents and perpetuates sex roles and stereotypes. Readings include drama, short stories, novels, and poetry from classical to contemporary.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2935 SEMINAR IN LITERATURE (3)

Literary topics of special interest to students. Course offerings may be in such areas as western literature, the study of the greater novels, or ethnic literature. Class discussions may also include films.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2953 TRAVEL SEMINAR IN LITERATURE (3)

A combination of classroom preparation plus travel. Variable content depending on area to be visited.

Prerequisite: instructor's approval.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC1105 COLLEGE ALGEBRA (3)

A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, and square root functions; operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MAC1114 TRIGONOMETRY (3)

This course, in conjunction with MAC1140, is designed to prepare the student for the study of calculus. Topics include a functional approach to trigonometry; trigonometric equations; trigonometric identities; solving triangles; DeMoivre's Theorem; vectors; polar coordinates; and parametric equations. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC1140 PRE CALCULUS ALGEBRA (3)

This course, in conjunction with MAC1114, is designed to prepare the student for the study of calculus. Topics include sequences; series; mathematical induction; matrices; determinants; and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2233 BUSINESS CALCULUS (3)

This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Meets Area 5A of the general

education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2311 CALCULUS AND ANALYTICAL GEOMETRY I (5)

This is the first of a three-course sequence in calculus. Students should have access to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, antiderivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Meets 5 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in each of the prerequisite courses is required.

Prerequisite: MAC1114 MAC1140

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2312 CALCULUS AND ANALYTICAL GEOMETRY II (5)

This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, polar integrals, infinite series, parametric equations, improper integrals, vectors, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Meets 5 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAC2311

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2313 CALCULUS AND ANALYTICAL GEOMETRY II (4)

This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, Green's Theorem, and Stokes' Theorem. A graphing calculator may be required in certain sections of this course. Meets 4 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAC2312

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAN2021 INTRODUCTION TO MANAGEMENT (3)

This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAN2604 INTERNATIONAL BUSINESS ENVIRONMENT (3)

A basic course in international business theory and practice focusing on the challenges of managing the operations of an international business in diverse legal, political, economic, and cultural environments. Emphasis is placed on strategic planning and decision-making for the international operations of domestic, foreign and multinational corporations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAN2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisites: Co-Op department

approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAP2302 DIFFERENTIAL EQUATIONS (3)

Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions. Meets Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. This course may be taken for honors credit with the permission of the instructor.

Prerequisite: MAC2312

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAR1011 PRINCIPLES OF MARKETING (3)

An introductory course covering the marketing management process. Special topics include the marketing manager's role in a market-directed economy, marketing objectives, strategic planning, and developing marketing mixes for target markets. Material is presented as it relates to the four "P's" of marketing: product, place, promotion, and price. As a learning activity, students analyze and prepare case studies of businesses engaged in manufacturing, wholesaling, retailing and service.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAR2141 INTERNATIONAL MARKETING (3)

This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the area of foreign market analysis, target market identification, product planning, promotion, and channels of distribution.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAS2103 LINEAR ALGEBRA (3)

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Meets Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in each of the prerequisite courses is required. This course may be taken for honors credit with the permission of the instructor.

Prerequisite: MAC1114 MAC1140

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0012 PRE ALGEBRA (4)

A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics, to develop problem solving skills, and improve basic arithmetic, geometric and algebraic skills. This course includes college-level academic skills in arithmetic and geometry and is nontransferable. Corequisite: MAT0012L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0012L PRE ALGEBRA LABORATORY (0)

A laboratory course that will supplement classroom instruction in MAT0012. Instruction will focus on the individual needs of the student.

Pre or Corequisite: MAT0012

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

MAT0020 INTEGRATED ARITHMETIC AND ALGEBRA (8)

A course which combines the arithmetic and algebra skills of MAT0012 and MAT0024. This course includes all mathematics skills necessary for entry into college-level mathematics.

Arithmetic topics include operations with real numbers, fractions, decimals, exponents, geometry, measurement systems, percents, and ratios. Algebra topics include sets, polynomial operations, factoring, solving and graphing linear equations and inequalities, operations with quadratic equations, and applications of all concepts. Credit for this course may not be used to meet degree requirements. Corequisite: MAT0020L
Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0020L INTEGRATED ARITHMETIC AND ALGEBRA LAB (0)

A laboratory course that will supplement classroom instruction in MAT0020. Instruction will focus on the individual needs of the student.

Pre or Corequisite: MAT0020
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

MAT0024 ELEMENTARY ALGEBRA (4)

A course to help students learn the basic algebra skills needed for college-level mathematics courses. The student will utilize his/her knowledge of arithmetic and algebra for applications problems. Topics include sets; linear and quadratic equations and linear inequalities; exponents; factoring; rational expressions; radical expressions; graphing of linear equations; and systems of equations. Certain sections of this course will use teaching software; such sections will occur in an automated and interactive environment. Credit for this course may not be used to meet degree requirements. Suitable placement test score or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAT0012
Corequisite: MAT0024L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0024L ELEMENTARY ALGEBRA LAB (0)

A laboratory course that will supplement classroom instruction in MAT0024. Instruction will focus on the individual needs of the student and consist of computer aids, video tapes, and tutor support.

Pre or Corequisite: MAT0024
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

MAT1033 INTERMEDIATE ALGEBRA (3)

A continuation of algebra containing topics such as factoring; operations with rational expressions; absolute value; exponents, radicals, and roots; complex numbers; linear and quadratic equations and linear inequalities; graphs; systems of equations; and functions, all with applications throughout the course. Certain sections of this course will use teaching software; such sections will occur in an automated automated and interactive environment. Meets 3 hours of elective credit for the A.A. degree. Suitable placement score or at least a grade of "C" in MAT0024 (or MAT0020) is required.

Prerequisite: MAT0024
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MCB2013 MICROBIOLOGY (3)

An introduction to microbiology emphasizing principles of basic morphology, physiology modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections. Prerequisites: Four hours of coursework in the biological sciences, including laboratory, and three hours of chemistry, with a minimum grade of "C". Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: BSC1085 BSC1085L CHM1033
Pre or Corequisite: MCB2013L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MCB2013L MICROBIOLOGY LABORATORY (1)

This lab course will complement Lecture topics and include the application of fundamental techniques in the isolation

cultivation, and identification of microorganisms. Prerequisite: Four hours of coursework in the biological sciences, including Laboratory, and three hours of chemistry, with a minimum grade of "C." Two 1.5 hour sessions per week. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: BSC1085 BSC1085L CHM1033
Pre or Corequisite: MCB2013
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 45.00

MEA0005 INTRODUCTION TO MEDICAL ASSISTING (1)

An overview of medical assisting and related health professions including duties and responsibilities. Public relations and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included. Front office procedures include telephone techniques, medical records management, and mail processing. Prerequisite: program admission.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0204 CLINICAL PROCEDURES (2)

Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Discussion of basic principles involved relating to: vital signs, physical examination, minor surgery, instrumentation sterilization, preparation of medications, physical therapy modalities and electrocardiography will be included. Approved uniform required.

Pre or Corequisite: HSC1531 MEA0204L
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0204L CLINICAL PROCEDURES LABORATORY (1)

Laboratory portion of MEA0204. Laboratory practice in procedures relating to: taking vital signs, assisting at the physical examination and minor surgery, sterilization of instruments, preparation and administration of medications, assisting with physical therapy modalities and taking electrocardiograms. Approved uniform required.

Pre or Corequisite: HSC1531 MEA0204
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

MEA0242 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (1)

An introduction to medications, their classifications, dosage, administration, and the legal and ethical considerations applied.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0255 MEDICAL OFFICE PROCEDURES I (1)

Lecture portion of MEA0255L includes discussions in a classroom setting regarding urinalysis, microscopy, specimen collection and preparation, and basic office Microbiology/Bacteriology. Consists of 4 hours of lecture on a mini-semester.

Prerequisite: MEA0005 MEA0204 MEA0204L
Pre or Corequisite: MEA0255L MEA0271 MEA0800
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0255L MEDICAL OFFICE LAB PROCEDURES I (1)

Laboratory portion of MEA0255. Includes practice regarding urinalysis, and basic office Microbiology/Bacteriology. Consists of 4 hours of laboratory on a mini-semester. Professional uniform required.

Prerequisite: MEA0204 MEA0204L MEA1233
Pre or Corequisite: MEA0255
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

MEA0256 MEDICAL OFFICE PROCEDURES II (1)

Lecture portion of MEA0256L. Includes instruction in basic office hematology, immunology and chemistry. Professional uniform and shoes required.

Prerequisite: MEA0204 MEA0204L MEA0255 MEA0255L
Pre or Corequisite: MEA0256L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0256L MEDICAL OFFICE LABORATORY PROCEDURE

(1)
Lab portion of MEA0256. Includes laboratory practice of basic office hematology, immunology and chemistry. Professional uniform and shoes required.
Prerequisite: MEA0204 MEA0204L MEA0255 MEA0255L
Corequisite: MEA0256
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

MEA0258 RADIOLOGY FOR THE MEDICAL ASSISTANT (2)

Provides instruction in the basic principles of X-ray, film handling, processing, radiographic technique, radiation biology and radiation protection. Prerequisite: Program Admission or department permission.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0259 RADIOLOGY FOR MEDICAL ASSISTING

PART II (1)
A continuation of MEA0258 with emphasis on radiographic procedures and positioning, patient care and management with emphasis on terminology, anatomy, positioning and procedures, aseptic and sterile technique. Will also include a brief review of subjects taught in MEA0258.
Prerequisite: MEA0258
Pre or Corequisite: MEA0259L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0259L RADIOLOGY FOR MEDICAL ASSISTING

PART II LAB (1)
Practical application of the principles of radiation protection, radiographic technique, film handling and processing, darkroom operation, radiographic positioning and procedures related to the upper extremities, lower extremities, and chest.
Prerequisite: MEA0258 Corequisite: MEA0259
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

MEA0271 ADMINISTRATIVE OFFICE PROCEDURES

(2)
Deals with financial management of the medical office. Basic Accounting procedures consisting of pegboard, billing, collections, coding, payroll processing, banking and medical transcription application are included. Students will be provided with the opportunity to learn fundamentals of health insurance practice in filing insurance claims, diagnostic and procedural coding, setting appointments, managing the medical record, processing mail and other financial responsibilities associated with the medical office. Discussion regarding the different types of insurance and manage care plans and general clerical functions will be included. Medico legal and ethical responsibilities regarding financial aspects of the medical office will be studied.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0382 MEDICAL LAW AND ETHICS

(1)
The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. Prerequisite: Program Admissions.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0800 EXTERNSHIP IN MEDICAL ASSISTING

(6)
Student assigned to physician's office, clinic, or laboratory for a total of two hundred hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory.
Prerequisite: all courses suggested in Term I. Corequisite: all courses suggested in Term II.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 200 Fees = 41.95

MEA1233 ANATOMY AND PHYSIOLOGY FOR M.A.

(3)
A basic anatomy and physiology course designed to meet the needs of medical assisting students. Emphasis will be placed on the human body structure, the functions of its many different systems and their associated diseases.
Corequisite: HSC1531
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MGF1106 MATHEMATICS FOR LIBERAL ARTS I (3)

This is a general education course which includes the college-level skills not included in the courses MAT0012 Pre-Algebra, MAT0024 Elementary Algebra, and MAT1033 Intermediate Algebra. This course will include topics in logic; geometry; set theory; probability; and statistics. This course will also emphasize applications to real world situations and the integration of other disciplines, including (but not limited to) business and the physical sciences. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MGF1107 MATHEMATICS FOR LIBERAL ARTS II (3)

This is a general education course which includes college-level skills not included in the courses MAT0012 Pre-Algebra, MAT0024 Elementary Algebra, and MAT1033 Intermediate Algebra. The course will include selected topics from mathematics of finance; linear and exponential functions; number systems; history of mathematics; theory of numbers; graph theory; numerical methods and algorithms; game theory; and student project(s) (strongly recommended). This course will also emphasize applications to real-world situations and the integration of other disciplines, including (but not limited to) business and physical sciences. (Note: Liberal Arts Math I is not a prerequisite for this course). Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA0043C CUSTOMER ASSISTANCE I (2)

The purpose of this course is to provide the knowledge and skills necessary to prepare students for employment in positions in the customer care service field. Emphasis is placed on developing proficiency in the following skill based groups: computer, telephone, interpersonal communication, conflict resolution, problem solving, stress management, and employability.

Lec Hrs = 50 Lab Hrs = 25 Oth Hrs = 0 Fees = 0.00

MKA0047C CUSTOMER SERVICE REPRESENTATIVE (2)

The purpose of this course is to provide the knowledge and skill necessary to prepare students for employment in positions in the customer care service field. This course is designed to build upon the experiences and content of Customer Assistance I. Emphasis is placed on developing supervisory skills for the customer care specialist positions.

Lec Hrs = 50 Lab Hrs = 25 Oth Hrs = 0 Fees = 0.00

MKA1021 SALESMANSHIP (3)

Through a combination of principles and techniques, this course identifies the why, what, how and when of selling. Students develop skills in prospecting, opening the sale, presenting customer benefits, overcoming objections, and closing the sale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA1511 ADVERTISING (3)

This course introduces the use of promotional strategy and marketing communications in achieving marketing objectives. It focuses on how product features/benefits can be translated into promotional appeals that will influence customer purchasing behavior. Topics include promotional objectives, product positioning, selecting media, creative analyses, budgeting and measuring promotional effectiveness. As a learning activity, students prepare a promotional program for a product, business, or not-for-profit organization.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA1930 SEMINAR I: MARKETING IN PERSPECTIVE (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have

the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA2102 RETAILING (3)

This course provides an introduction to the management functions unique to retail store operations. Special topics include department store organization, shrinkage prevention, store location and layout, shopping centers, and merchandising.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA2931 SEMINAR II: RESEARCH IN MARKETING (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities.

Prerequisite: MKA1930

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA2932 SEMINAR III: MARKETING MANAGEMENT (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities.

Prerequisite: MKA1930 MKA2931

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer.

Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MLT1525C MEDICAL LABORATORY TECHNOLOGY III (5)

Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion; Course includes experiences in the classroom and in a clinical facility.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 88 Fees = 38.95

MLT2624 CLINICAL CHEMISTRY (1)

A study of enzymes, steroids, hormones, lipids and toxicology. Advanced instrumentation. Prerequisite: Satisfactory completion of an approved MLT C Program or permission of the MLT Coordinator. 1 hr. per week. Term II only.

Pre or Corequisite: MLS2624L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MMC1000 INTRODUCTION TO MASS COMMUNICATION (3)

Overview of contemporary mass media and its historical background. Includes processes and effects of media messages on the individual and society. Deals with the media industry, its responsibilities, legalities, and careers. Media discussed may include newspapers, magazines, books, radio, television, advertising, public relations, and the movie and recording industries.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA1134 CONTACT CENTER OPERATIONS (3)

This course will prepare students for employment as Contact Center Representatives in the field of Contact/Customer Service. Students will be able to proficiently act as information processing operators on a windows based micro- computer.

Written and oral communication, computer essentials, and customer service skills will be enhanced with an emphasis throughout on quality performance in the learning environment and in the workplace.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA1161 INTRODUCTION TO CUSTOMER SERVICE (3)

This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze organizations which have implemented successful customer service strategies.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA1821C E-COMMERCE I (3)

This course examines the history, basic, tools, and other important issues surrounding the many forms of Electronic Commerce. The students develop skills and gain knowledge and experience with a networked community designed for business function and transactions. Subject areas include: types of E-Commerce; E-Marketing; E-Accounting; E-Customer Service; effective E-Commerce solutions and the development process.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

MNA1822C E-COMMERCE II (3)

This course examines the management functions unique to Internet marketing and sales. Subject area include infrastructure knowledge; technical requirements; designing security solutions; content management; successful commercial packages; and the globalization of E-Commerce.

Prerequisite: MNA1821C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

MNA1948 INDUSTRY WORK EXPERIENCE (27)

Students with a postsecondary adult vocational certificate or equivalent may receive credit based on departmental review. Credits may apply only to students seeking an A.S. or A.A. in Industrial Management Technology.

Lec Hrs = 0 Lab Hrs = 300 Oth Hrs = 0 Fees = 0.00

MNA2345 PRINCIPLES OF SUPERVISION (3)

This course covers fundamental supervision principles and techniques. It emphasizes the role of supervision in business organizations through the proper handling of human relations with employees, other supervisors and higher management. Issues include employee morale, absenteeism, motivation, and related behavioral topics.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA2823C E-COMMERCE III (3)

Students will develop an E-business firm build a site for that business, and compare businesses in various industries. They will learn how an E-Business compared to an contrasts from a land-based business with a hands-on approach.

Prerequisite: MNA1822C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

MNA2824C E-COMMERCE IV (3)

An internship with a corporation, non-profit or governmental agency allowing the student to gain professional experience that will help integrate the theory and practice of information systems. Internships must be approved by the department chair or another appointed designee.

Prerequisite: MNA2823C

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA2905 INDEPENDENT STUDY IN INDUSTRIAL MANAGEMENT (3)

A directed study course available to both majors and non-majors who wish to investigate a particular concern or related issue in the field of Industrial Management. The student will make application for the course to the program manager. Prerequisite: All students must contact the Program Manager to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

MNA2949 CO-OP WORK EXPERIENCE

(3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Prerequisite: Program Manager approval. All students must contact the program manager to obtain registration approval. Lec Hrs = 0 Lab Hrs = 144 Oth Hrs = 0 Fees = 0.00

MSL1001 FOUNDATIONS OF OFFICERSHIP

(2)

Army ROTC: Examines the unique duties and responsibilities of officers, and the organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior.

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSL1002 BASIC LEADERSHIP

(2)

Army ROTC: Presents fundamental leadership concepts and doctrine, student will practice basic skills that underlie effective problem solving and examine the officer experience.

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSL2101 INDIVIDUAL LEADERSHIP STUDIES

(2)

Army ROTC: Develops knowledge of self, self-confidence, individual leadership skills, problem solving and critical thinking skills, and improves communication and conflict resolution skills.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSL2102 LEADERSHIP AND TEAMWORK

(2)

Army ROTC: Focuses on self-development by gaining knowledge of self and group processes and by challenging current beliefs, knowledge and skills.

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSS0001 MEDICAL ETHICS AND STANDARDS FOR MASSAGE THERAPY

(0)

Course presents a detailed exploration of ethics and professionalism as it related to massage therapy, focusing on the development and application of appropriate professional boundaries and the psychological dimensions of the client-therapist relationship. Licensure, national certification, professional organizations, malpractice insurance, sexuality, cultural diversity, and the other concepts related to ethical practice are discussed.

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0150 ANATOMY AND PHYSIOLOGY OF BODY SYSTEMS

(1)

The structure and function of human organ systems as they service of massage therapy are presented. Basic pathophysiology of the major body systems and organs as they apply to massage therapy are discussed in relationship to appropriate care by the massage therapist. Systemic contraindications, local contraindications and cautions that influence massage are presented.

Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0156 ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY II

(1)

Course provides an opportunity for students to develop an applied understanding of neuromusculoskeletal anatomy. Postural analysis is presented. Students study the major muscles of the body, their origins, insertions, tendons of attachment, and actions; as well as associated bones, bony landmarks and stabilizing ligaments for each joint. Planes of movement and lever classification are discussed.

Prerequisite: MSS0150 Corequisite: MSS0156L

Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0156L ANATOMY AND PHYSIOLOGY MASSAGE THERAPY II LAB

(2)

Course provides integration of neuromusculoskeletal anatomy into therapeutic application of massage. Massage techniques are presented sequentially with review of positioning, appropriate strokes, ethical situations, appropriate draping, etc.

Throughout the course, charting and interviewing skills are taught and practiced.

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

MSS0250 INTRODUCTION TO MASSAGE THERAPY

(0)

Course presents an introduction to the massage therapy profession. Effective and appropriate communication techniques for management of the client-therapist relationship; communication skills necessary for working with colleagues in the health care community; and responsibility to the professional community and one's own community, through civic participation and membership in a professional association are discussed. The theory and history of massage therapy are explored.

Pre or Corequisite: MSS0001 MSS0250L

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0250L INTRODUCTION TO MASSAGE THERAPY LAB

(5)

Course explores the effects, precautions and variations associated with basic massage strokes and issues associated with touch and trust. Students learn how to perform a full body massage that includes the five basic Swedish massage strokes and variations plus compression and fascia release. Proper draping, lubrication, bolster use and turning procedures during the massage are also taught as well as appropriate use of pressure, rhythm and movement to enhance the massage's effects. The ability to locate areas of tension or discomfort in clients is developed. Efficient body mechanics, hygiene and self-care while performing massage are practiced. Introductory record keeping as well as centering and breathing techniques are presented.

Pre or Corequisite: MSS0001 MSS0250

Lec Hrs = 0 Lab Hrs = 170 Oth Hrs = 0 Fees = 46.95

MSS0281 ALLIED MODALITIES

(0)

Basic principles of allied modalities such as Polarity Therapy, Asian massage, trigger point therapy, deep tissue massage, reflexology, myofascial massage, muscle energy technique and others are explored as well as demonstrated. Specific techniques are related to the activities or needs of unique populations as appropriate, including older adults, children, persons with disabilities, and athletes. Introduction to the basic elements of other natural health care disciplines is presented.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0281L

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0281L ALLIED MODALITIES - LAB

(4)

Students learn how to help promote relaxation and relieve muscle tension via palpation as well as by determining joint range of motion, and then applying massage, exercise and stretching to support normal motion, muscle tone and relaxation. General techniques for full body and seated massage are practiced. Emphasis continues on the development of correct body mechanics, injury prevention, table management, draping methods, and charting. Hands-on skills in several modalities such as reflexology, manual lymph drainage and neuromuscular therapy are developed.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0281

Lec Hrs = 0 Lab Hrs = 120 Oth Hrs = 0 Fees = 0.00

MSS0300 HYDROTHERAPY MODALITIES

(0)

The therapeutic use of superficial heat and cryotherapy is discussed with an emphasis on developing an ability to make professional judgments about the application of the appropriate modality for each client situation. The history of hydrotherapy and principles of hydrotherapeutic applications and equipment, indications, contraindications are discussed. Basic principles of ultrasound, interferential current, TENS and electrical stimulation are presented.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0300L

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0300L HYDROTHERAPY MODALITIES - LAB (1)
 Practical experience in the use of ice, heat and hydrotherapies is provided. Application of physical agents modalities are practiced with emphasis on proper technique, safety, indications and contraindications.
 Prerequisite: MSS0250 MSS0250L
 Pre or Corequisite: MSS0300
 Lec Hrs = 0 Lab Hrs = 45 Oth Hrs = 0 Fees = 33.95

MSS0803L MESSAGE THERAPY CLINICAL PRACTICUM (3)
 Course encourages the synthesis and integration of principles and techniques learned across the curriculum. Students provide comprehensive massage therapy services in the Massage Therapy lab under direct supervision, including specific upper and lower body techniques. Introduces the experience of working in a massage clinic including learning principles of relating to clients, keeping records, determining fees, billing insurance, marketing and building a massage practice, maintaining hygiene standards and other activities. Students participate in case conferences and/or other professional discussions. In addition to laboratory sessions, students are required to engage in practice message sessions outside of scheduled class hours, and must complete a minimum community service requirement.
 Lec Hrs = 0 Lab Hrs = 110 Oth Hrs = 0 Fees = 46.95

MTB1103 BUSINESS MATHEMATICS (3)
 This course emphasizes the application of mathematics to selected business topics and problems. In addition, it includes material in linear equations and descriptive statistics.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1310 APPLIED MATHEMATICS (3)
 This course is designed for Associate of Science degree seeking students. The following topics are included: the metric system and measurement; linear and quadratic functions; ratios and proportions; exponents and logarithms; and descriptive statistics. Problem solving and applications requiring a calculator will be presented throughout the course. Credit for this course cannot be used to meet the general education requirements for the Associate of Arts degree.
 Prerequisite: MAT0024
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

MTB1321 TECHNICAL MATHEMATICS I (3)
 This is the first course of a two term sequence designed for students who wish to study a field of technology. Topics include algebra, concepts in graphing, and applied geometry. Credit will not be granted for both this course and MAT1033. This course is not recommended for transfer students.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1322 TECHNICAL MATH II (3)
 This is the second course in a two term sequence for technology majors. Topics include systems of linear equations, quadratic equations, right triangles, trigonometry, oblique triangles, vectors, and polar coordinates. Credit will not be given for both this course and MAC1133. This course is not recommended for transfer students. Recommendation of the Engineering Technology or
 Prerequisite: MAC1140
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1325 ENGINEERING TECHNOLOGY MATH I (4)
 This is the first course in a two term sequence for Electronics and Computer engineering technology students. Topics include Euclidean geometry, algebra, exponents and radicals, graphing, trigonometry, vectors, complex numbers, and straight line concepts. Calculators will be used to solve problems after the basic principles have been mastered.
 Prerequisite: MAT0024
 Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1326 ENGINEERING TECHNOLOGY MATH II (4)
 This is the second course of a two term sequence designed for Computer and Electronics engineering technology students. Topics include systems of linear equations, factoring and fractions, roots and radicals, quadratic equations, complex numbers, exponentials and logarithms, trigonometry, analytical geometry and linear inequalities. Calculators will be used to solve problems after the basic principles have been mastered.
 Prerequisite: MTB1325
 Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1370 MATH TOPICS FOR HEALTH RELATED PROFESSIONALS (1)
 This course provides an intensive review of mathematics operations involving fractions, decimals, percents, ratios, and proportions. Units and measures in apothecaries, metric, and household systems are also discussed with a major emphasis upon application for the calculation of both oral and parenteral drug dosages.
 Pre or Corequisite: NUR1020
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

MTG2204 GEOMETRY FOR TEACHERS (3)
 This course is designed for middle and high school mathematics teachers. The course emphasizes Euclidean plane geometry with an introduction to the non-Euclidean geometries. The problems, proofs, and constructions involve line segments, angles, triangles, polygons, circles, parallel lines, and similarity. Credit for this course may not be used to meet general education requirements for the A.A. degree.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTG2206 COLLEGE GEOMETRY (3)
 A college geometry course emphasizing Euclidean Geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slope of lines, circles, and similarity. Trigonometry is presented in terms of right angle relationships; logic is the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. Unless a requirement or elective in an A.A. degree program, the transfer credit status of this course would be evaluated by the receiving institution.
 Prerequisite: MAT1033
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUE1440 STRING CLASS (1)
 Development of elementary performing skills on the violin. A basic study of all string instruments. Examines literature and teaching techniques for group instruction of students.
 Pre or Corequisite: MUT1111
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUE1450 WOODWIND CLASS (1)
 Development of elementary performing skills on the clarinet. A basic study of all woodwind instruments. Examines literature and teaching techniques for group instruction of students.
 Pre or Corequisite: MUT1111
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUE1460 BRASS CLASS (1)
 Development of elementary performing skills on the Cornet. A basic study of all brass instruments. Examines literature and teaching techniques for group instruction of students.
 Pre or Corequisite: MUT1111
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUE1470 PERCUSSION CLASS (1)
 Development of elementary performing skills on the snare drum. A basic study of all percussion instruments. Examines literature and teaching techniques for group instruction of students.
 Pre or Corequisite: MUT1111
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUE2210 MUSIC FOR THE ELEMENTARY CLASSROOM

(3)
Systematic study of the elements of music. Primarily for Elementary Education majors.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUG2101 CONDUCTING

(2)
The elementary theory and practice of the technique of conducting.
Prerequisite: MUT1111 MUT1241
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUH2019 DEVELOPMENT OF AMERICAN POPULAR MUSIC

(3)
Popular music in the United States, from 1820 to the present, including the Big Band Era, Country and Western, Jazz, Black Music, and the Rock scene (beginning in 1955).
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUH2111 MUSIC HISTORY AND LITERATURE

(3)
A survey course tracing the history of music from antiquity through the 18th century, showing the significance of music's development resulting from social, international and cultural influences. Meets Areas 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUH2112 MUSIC HISTORY AND LITERATURE

(3)
A survey course tracing the history of music from the beginning of the 19th century to the present, showing the significance of music's development resulting from social, international and cultural influences. Meets Area 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUL2010 MUSIC APPRECIATION

(3)
Course for non-music majors, designed to enlarge the student's appreciation of music as it relates to world cultures. Meets Areas 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUL2955 SEMINAR IN SPECIAL INTERNATIONAL ST

(3)
A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUM1600 INTRODUCTION TO RECORDING STUDIO PROCEDURES

(3)
Fundamentals and techniques of modern multi-track recording. Areas of concentration are studio procedures, equipment operation, microphone selection and placement, signal processors, musical instrument isolation, and acoustical properties.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUM1601C ADVANCED RECORDING ENGINEERING

(4)
Advanced application of recording and mixdown techniques incorporating the use of overdubs and bouncing tracks after laying down original tracks. Applications of editing techniques.
Prerequisite: MUM1600
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1120 BAND

(1)
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1180 CONCERT BAND

(1)
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1210 SYMPHONY ORCHESTRA

(1)
Open by audition to all students, faculty and members of the community who play an orchestral instrument. Chairs assigned by the conductor. 3 hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1280 ORCHESTRA

(1)
Open by audition to all students, faculty, and members of the community who play an orchestral instrument. Chairs assigned by the conductor. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1310 COLLEGE SINGERS

(1)
Open to all college students by audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1340 VOCAL ENSEMBLE

(1)
A select vocal ensemble performing a wide variety of literature, including Jazz and Pop. Open to all students by audition. May be taken four times for transfer credit.
Corequisite: MUN1310
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1341 SEAHAWK SINGERS

(1)
A select vocal ensemble performing a variety of literature including jazz and pop. Open to all students by audition. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1380 BROWARD CHORAL SOCIETY

(1)
Open to all student, faculty and members of the community who have experience in the art of singing. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1430 BRASS ENSEMBLE

(1)
A select instrumental ensemble that performs music written or arranged for Brass instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1440 PERCUSSION ENSEMBLE

(1)
A select instrumental ensemble that performs music written or arranged for Percussion instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1460 CHAMBER ENSEMBLE

(1)
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1480 CLASSICAL GUITAR ENSEMBLE

(1)
Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music from all periods in preparation for public performance. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

- MUN1481 JAZZ GUITAR ENSEMBLE (1)**
Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music of various styles in preparation for public performance. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUN1710 JAZZ ENSEMBLE (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUN1711 JAZZ COMBO (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUN1780 JAZZ/POP ENSEMBLE (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music, show presentation and dance band fields. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUO1501 OPERA WORKSHOP (1)**
Open to all college students by audition. The study and performance of Opera Literature. May be taken four times for transfer credit. Meets Area 7 A.A. degree general education requirements.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUO1502 OPERA PRODUCTION (1)**
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUS2342 INTRODUCTION TO COMPUTER MUSIC (3)**
An introduction to the creation and performance of music using computers and MIDI technology. Prerequisite: basic keyboard skills and music reading ability.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUS2905 INDEPENDENT STUDY: MUSIC (3)**
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to music. Prerequisite: instructor approval. Students will shape the course to fit their needs by planning activities with a faculty advisor.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00
- MUS2930 MUSIC: SPECIAL TOPICS (3)**
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the MUS2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1001 FUNDAMENTALS OF MUSIC (3)**
A study of basic music fundamentals for the non-music major or the beginning music major whose background in music has been minimal.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1111 MUSIC THEORY I (3)**
A course on music theory and related keyboard skills. Emphasis on diatonic materials.
Pre or Corequisite: MUT1241
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1112 MUSIC THEORY II (3)**
A continuation of MUT1111.
Prerequisite: MUT1111
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1241 EAR TRAINING AND SIGHT SINGING I (1)**
A course in the development of sight singing and ear training skills.
Corequisite: MUT1111
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1242 EAR TRAINING AND SIGHT SINGING II (1)**
A continuation of MUT1241.
Prerequisite: MUT1241
Corequisite: MUT1112
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2116 MUSIC THEORY III (3)**
Continuation of MUT1112. Concentration on chromatic materials, musical forms, and 20th century techniques.
Prerequisite: MUT1112.
Corequisite: MUT2246
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2117 MUSIC THEORY IV (3)**
Continuation of MUT2116.
Prerequisite: MUT2116
Corequisite: MUT2247
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2117 MUSIC THEORY IV (3)**
Continuation of MUT2116.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2246 EAR TRAINING AND SIGHT SINGING III (1)**
A continuation of MUT1242.
Prerequisite: MUT1242
Corequisite: MUT2116
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2247 EAR TRAINING AND SIGHT SINGING IV (1)**
Continuation of MUT2246.
Prerequisite: MUT2246
Corequisite: MUT2117
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2641 JAZZ THEORY AND IMPROVISATION I (3)**
A study of the materials and structure of jazz music and the development of improvisational skills.
Prerequisite: MUT1111
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2642 JAZZ THEORY AND IMPROVISATION II (3)**
A study of the materials and structure of jazz music and the development of improvisational skills.
Prerequisite: MUT2641
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MVB1110 BRASS TECHNIQUES (1)**
Basic instruction in brass. One hour lesson per week and two hours of practice daily. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVB1211 TRUMPET (1)**
One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB1212 FRENCH HORN (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB1213 TROMBONE (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB1214 BARITONE HORN (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB1215 TUBA (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB1311 PRINCIPAL TRUMPET I (1)

Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1312 PRINCIPAL FRENCH HORN I (1)

Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1313 PRINCIPAL TROMBONE I (1)

Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1314 PRINCIPAL BARITONE HORN I (1)

Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1315 PRINCIPAL TUBA I (1)

Applied instruction in tuba for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2221 TRUMPET (1)

One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2222 FRENCH HORN (1)

One half hour lesson weekly and one hour practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2223 TROMBONE (1)

One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2224 BARITONE HORN (1)

One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2225 TUBA (1)

One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2321 PRINCIPAL TRUMPET II (1)

Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily.

Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Prerequisite: MUT1231 MUT1232 MUT2236

Pre or Corequisite: MUT2237

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2322 PRINCIPAL FRENCH HORN II (1)

Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2323 PRINCIPAL TROMBONE II (1)

Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2324 PRINCIPAL BARITONE HORN II (1)

Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2325 PRINCIPAL TUBA II (1)

Applied instruction in tuba for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1210 JAZZ PIANO / SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1211 JAZZ VOICE SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1213 JAZZ GUITAR / SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1214 ELECTRIC BASS / SECONDARY (1)

One hour lesson weekly and two hours of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1310 PRINCIPAL JAZZ PIANO I (1)

Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1311 PRINCIPAL JAZZ VOICE I (1)

Applied instruction in jazz voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MVJ1313 PRINCIPAL JAZZ GUITAR I (1)

Applied instruction in jazz guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1314 PRINCIPAL ELECTRIC BASS I (1)

Applied instruction in electric bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other

than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ2220 JAZZ PIANO

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ2223 JAZZ GUITAR

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ2224 ELECTRIC BASS

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ2320 PRINCIPAL JAZZ PIANO II

(1)

Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ2323 PRINCIPAL JAZZ GUITAR II

(1)

Applied instruction in jazz guitar for the music principal. One hour lesson weekly and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ2324 PRINCIPAL ELECTRIC BASS II

(1)

Applied instruction in electric bass for the music principal. One hour lesson weekly and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVK1011 BASIC PIANO

(1)

Basic instruction in piano. One hour lesson per week and two hours of practice daily. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVK1111 PIANO CLASS

(1)

Basic piano skills for the beginning student. Meets Area 7 A.A. degree general education requirements.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVK1112 PIANO CLASS II

(1)

Basic piano skills for the intermediate student. Two hours weekly. Meets Area 7 A.A. degree general education requirements.

Prerequisite: MVK1111

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVK1211 PIANO

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVK1213 ORGAN

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVK1311 PRINCIPAL PIANO I

(1)

Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVK1313 PRINCIPAL ORGAN I

(1)

Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVK2221 PIANO

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVK2223 ORGAN

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVK2321 PRINCIPAL PIANO II

(1)

Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVK2323 PRINCIPAL ORGAN II

(1)

Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course other than music appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVP1011 BASIC PERCUSSION

(1)

Applied instruction in percussion. One hour lesson per week and two hours of practice daily. Corequisite: Any music course other than music appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVP1211 PERCUSSION

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVP1311 PRINCIPAL PERCUSSION I

(1)

Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVP2221 PERCUSSION

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVP2321 PRINCIPAL PERCUSSION II

(1)

Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course other than music appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1110 STRING TECHNIQUES

(1)

Basic instruction in strings. One hour lesson per week and two hours of practice daily. Corequisite: Any music course other than music appreciation.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1116 GUITAR CLASS

(1)

Class instruction in beginning classical guitar techniques. Meets Area 7 A.A. degree general education requirements.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVS1211 VIOLIN

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1212 VIOLA

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1213 CELLO

(1)

One half hour lesson weekly and one hour of practice daily.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1214 STRING BASS (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1215 HARP (1)
One half hour lesson weekly, and one hour of practice daily.
On demand.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

MVS1216 CLASSICAL GUITAR (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1311 PRINCIPAL VIOLIN I (1)
Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1312 PRINCIPAL VIOLA I (1)
Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1313 PRINCIPAL CELLO I (1)
Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1314 PRINCIPAL STRING BASS I (1)
Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1315 HARP (1)
One hour lesson weekly, and two hours of practice daily. On demand.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1316 PRINCIPAL CLASSICAL GUITAR I (1)
Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2126 GUITAR CLASS (1)
Class instruction in intermediate guitar techniques.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVS2221 VIOLIN (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2222 VIOLA (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2223 CELLO (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2224 STRING BASS (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2225 HARP (1)
One half hour lesson weekly, and one hour practice daily. On demand.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2226 CLASSICAL GUITAR (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2321 PRINCIPAL VIOLIN II (1)
Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2322 PRINCIPAL VIOLA II (1)
Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2323 PRINCIPAL CELLO II (1)
Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2324 PRINCIPAL STRING BASS II (1)
Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2325 PRINCIPAL SOPHOMORE HARP (1)
Applied instruction in harp for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2326 PRINCIPAL CLASSICAL GUITAR II (1)
Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVV1011 BASIC VOICE (1)
Basic instruction in voice. One hour lesson per week and two hours of practice daily. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVV1111 VOICE CLASS (1)
Fundamentals of voice production and building of solo repertoire. Meets Area 7 A.A. degree general education requirements. Term I, II and III.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVV1211 VOICE (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVV1311 PRINCIPAL VOICE I (1)
Applied instruction in voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

- MVV2221 VOICE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2321 PRINCIPAL VOICE II** (1)
Applied instruction in voice for the music principal. One hour lesson weekly and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1110 WOODWIND TECHNIQUES** (1)
Basic instruction in woodwinds. One hour lesson per week and two hours of practice daily. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1211 FLUTE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV1212 OBOE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV1213 CLARINET** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV1214 BASSOON** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV1215 SAXOPHONE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV1311 PRINCIPAL FLUTE I** (1)
Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1312 PRINCIPAL OBOE I** (1)
Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1313 PRINCIPAL CLARINET I** (1)
Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1314 PRINCIPAL BASSOON I** (1)
Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV1315 PRINCIPAL SAXOPHONE I** (1)
Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV2221 FLUTE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2222 OBOE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2223 CLARINET** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2224 BASSOON** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2225 SAXOPHONE** (1)
One half hour lesson weekly and one hour of practice daily.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVV2321 PRINCIPAL FLUTE II** (1)
Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV2322 PRINCIPAL OBOE II** (1)
Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV2323 PRINCIPAL CLARINET II** (1)
Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV2324 PRINCIPAL BASSOON II** (1)
Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVV2325 PRINCIPAL SAXOPHONE II** (1)
Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: any music course other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- NMT1002 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY** (3)
Introduces the student to the field of nuclear medicine. Review of CPR and first aid; determine vital signs; how to provide patient care; monitor life support equipment; take and record case histories; and apply universal precautions. Prerequisites: Program Admission.
Pre or Corequisite: NMT1002L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- NMT1002L INTRODUCTION TO NUCLEAR MEDICINE LAB** (1)
Introduces the student to the fundamentals of clinical nuclear medicine primarily through practice of material that is learned in NMT1002. Prerequisite: Program Admission.
Pre or Corequisite: NMT1002
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00
- NMT1312 NUCLEAR MEDICINE RADIATION PROTECTION** (3)
Designed to assure compliance with local, state, and federal regulations; follow appropriate protection procedures; perform area surveys and wipe tests; decontamination procedures; dispose of radioactive waste; practice personnel monitoring of

radiation exposure; darkroom techniques; follow approved procedures for identifying and labeling.

Prerequisite: NMT1002 NMT102L

Pre or Corequisite: NMT1814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT1814 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT1002L that places the student in a clinical site where they will become acquainted with radiation protection and safety along with patient procedures.

Prerequisite: NMT1002

Pre or Corequisite: NMT1312

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 51.95

NMT1824 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Continuation of NMT1814. Student will perform routine quality control and quality assurance procedures.

Prerequisite: NMT1312 NMT1814

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 37.95

NMT2061 NUCLEAR MEDICINE (3)

Comprehensive testing, discussions and refinement of knowledge of all aspects of Nuclear Medicine technology complementary to national and state certification and professional competency.

Prerequisite: NMT2573 NMT2706L NMT2844

Pre or Corequisite: NMT2854

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2102 NUCLEAR MEDICINE ADMINISTRATION (2)

Student will be introduced to the administrative duties required of a Nuclear Medicine Technologist. Some areas that will be covered include patient scheduling; radioisotope ordering; recordkeeping and reporting; scheduling and testing; communication; patient and clinician satisfaction.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2573 NMT2706L NMT2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2130 NUCLEAR MEDICINE RADIOPHARMACY (3)

Student will understand how to maintain radio- pharmaceutical laboratory records and materials; obtain a generator eluate; prepare radio- pharmaceuticals and perform quality control tests; dispose of radioactive waste appropriately; demonstrate an understanding of ordering pharmaceuticals in appropriate dosage and effective time frame.

Prerequisite: Program Admission

Pre or Corequisite: NMT2485 NMT2705L NMT2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2485 NUCLEAR MEDICINE METHODOLOGY (3)

Study of biological effects associated with exposure to ionizing radiation and an introduction to the fundamentals of physics to include radiation sources, radiation/matter interaction modes, cellular, tissue and the total body biological response patterns.

Prerequisite: Program Admission

Pre or Corequisite: NMT2130 NMT2705L NMT2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2534 NUCLEAR MEDICINE INSTRUMENTATION (3)

Integrates and correlates the principles of electrical and nuclear physics associated with operation and calibration of radiation detection devices employed in nuclear medicine.

Pre or Corequisite: NMT2130 NMT2485 NMT2705L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2573 NUCLEAR MEDICINE QUALITY CONTROL/QUALITY ASSURANCE (3)

Student will perform quality control testing of imaging systems; calibrate and operate scintillation counters; calibrate and operate gas-filled detectors; perform quality assurance testing of routine imaging and procedures.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2706L NMT2844

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2705L NUCLEAR MEDICINE LABORATORY I (1)

Practical and hands-on approach to Nuclear Medicine Methodology and Nuclear Medicine Instrumentation. Student will utilize the instrumentation involved in delivering nuclear medicine to the patient.

Prerequisite: Program Admission

Pre or Corequisite: NMT2130 NMT2485 NMT2834

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 29.00

NMT2706L NUCLEAR MEDICINE LABORATORY II (1)

Practical hands-on approach to Quality/Assurance. Student will utilize the instrumentation involved in delivering nuclear medicine services to the patient.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2573 NMT2844

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

NMT2834 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Continuation of NMT1824 with a progression of experience from the elementary aspects to moderately refined procedures.

Prerequisites: Program Admission

Pre or Corequisite: NMT2130 NMT2485 NMT2705L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 37.95

NMT2844 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT2834; student will be exposed to computer enhanced imaging studies and interpretation.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2573 NMT2706L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

NMT2854 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT2844; student will perform complex patient examinations and unassisted routine procedures.

Prerequisite: NMT2102 NMT2573 NMT2706L

Pre or Corequisite: NMT2061

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

NMT2863 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Prepares students to make dose calculations, prepare radio-pharmaceuticals, perform in-vivo diagnostic procedures, radiation safety, disposal of radioactive materials and quality control procedures.

Pre or Corequisite: NMT2573 NMT2706L NMT2844

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 0.00

NUR1020 NURSING PROCESS I (3)

A theoretical course for the beginning nursing student. Nursing process provides the students with the fundamentals of nursing including such basic skill as health assessment, health teaching, and legal aspects of nursing practice, communication techniques, the nursing process, and the role of the nurse as a member of the health care team. This course also includes explanation of specific physiological and psychological human needs as hygiene, sleep and rest, sensory, grief and loss, and self-concept and the nurse's role in assisting a person meet these needs, while sensitive to cultural diversity, human dignity, and developmental progression.

Prerequisite: CHM1033 ENC1101

Pre or Corequisite: BSC1086 BSC1086L MTB1370

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1020L NURSING PROCESS I | CLINICAL LAB (2)

A clinical course for the beginning nursing student. Initially skills are learned in simulation lab and then the student is introduced to direct patient care in an inpatient setting. The emphasis is on care of the adult experiencing medical/surgical situations. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I.

Prerequisite: MTB1370 NUR1020

Pre or Corequisite: NUR1210

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 96.95

NUR1021 NURSING PROCESS (6)

A theoretical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing

including nursing process, assessment, legalities, hygiene, basic skills, and an understanding of needs of the medical surgical patient. This course contains health teaching, stress, surgical asepsis and preoperative and postoperative care.

Prerequisite: BSC1085 BSC1085L CHM1033 ENC1101

Pre or Corequisite: BSC1086 BSC1086L NUR1021L

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1021L NURSING PROCESS CLINICAL LAB (4)

A clinical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene, basic skills, and an understanding of the needs of medical surgical patients. This course contains health teaching, skills, surgical asepsis, and preoperative and post operative care.

Prerequisite: BSC1085 BSC1085L CHM1033 ENC1101

Pre or Corequisite: BSC1086 BSC1086L NUR1021

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 224 Fees = 171.95

NUR1210 NURSING PROCESS II (3)

The second in a series of theoretical courses for the beginning nursing student. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication administration, care of patient experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient.

Prerequisite: BSC1086 BSC1086L MTB1370 NUR1020

Pre or Corequisite: NUR1020L NUR1210L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1210L NURSING PROCESS II CLINICAL LAB (2)

The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations.

Prerequisite: BSC1086 BSC1086L MTB1370 NUR1020

Pre or Corequisite: NUR1020L NUR1210

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 96.95

NUR1220 HEALTH ALTERATIONS I (3)

Health Alterations I is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum.

Prerequisite: BSC1086 BSC1086L NUR1210 NUR1210L

Pre or Corequisite: NUR1220L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1220L HEALTH ALTERATIONS I CLINICAL LAB (2)

Health Alterations I Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course.

Prerequisite: BSC1086 BSC1086L

Pre or Corequisite: NUR1220

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR1271 COMMUNITY HEALTH: FOUNDATIONS OF COMMUNITY HEALTH (3)

This course is designed to provide the health professional concepts of community health including basic foundations of health care. Topics to be covered include concepts of health, wellness and illness, philosophy of community health, holistic health care, influence of culture, and the role of the health professional.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 13.00

NUR1272 COMMUNITY HEALTH: COMMUNITY HEALTH CARE (3)

This course is designed to provide the health professional the concepts of community health care including assessment of the client, role of the family, problems of families across the life span, community health services, environmental and occupational health, communicable diseases and crisis intervention.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 13.00

NUR1273 COMMUNITY HEALTH: HEALTH PROMOTION AND PREVENTION (3)

This course is designed to provide the health professional the concepts of community health. Focus for this course: risk appraisal and management, strategies in promoting health, techniques for client education, marketing, evaluation, and problems of the elderly.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 13.00

NUR1310 PEDIATRIC NURSING (3)

This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1310L PEDIATRIC NURSING LAB (2)

This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR1420L TRANSITION HEALTH CARE OF WOMEN CLINICAL (1)

This clinical course is for the LPN student and will enable students to apply the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Pre or Corequisite: NUR1421

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 123.95

NUR1421 HEALTH CARE OF WOMEN (3)

Health care of women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/new born during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1421L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1421L HEALTH CARE OF WOMEN CLINICAL LAB (2)

Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and

health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/ newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1421

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR1500L TRANSITION PSYCHIATRIC NURSING

CLINICAL (1)

This clinical course provides the LPN student with a definition and understanding of the psychiatric patient. The nursing process is utilized to present pathological condition. Therapeutic modalities are included.

Prerequisite: NUR1220

Pre or Corequisite: NUR1524

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 123.95

NUR1524 NURSING CARE OF THE PSYCHIATRIC

PATIENT (3)

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1524L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1524L NURSING CARE OF THE PSYCHIATRIC

PATIENT LAB (2)

This clinical course provides the student with a definition and understanding of the psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1524

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR1731L TRANSITION PEDIATRIC NURSING CLINIC (1)

This clinical course provides the LPN student with an understanding of growth and development through the stages of childhood and the application of the nursing process through these stages.

Prerequisite: NUR2020 NUR2000L

Pre or Corequisite: NUR1310

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 123.95

NUR2000L TRANSITION NURSING I CLINICAL LAB (2)

The student shall be responsible for providing care of a selected group of patients, being aware of legal and ethical issues pertinent to their care and effecting change as necessary. It will be essential for the student to examine his/her own values and methods of communication in attempting to problem-solve patient situations. Observational experiences, written assignments, and performance exams may be included in this course.

Prerequisite: BSC1086 BSC1086L CHM1033 ENC1101

Pre or Corequisite: MTB1370 NUR2020

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 124.10

NUR2020 TRANSITION NURSING I (2)

This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, computer concepts, and the role of the ADN registered nurse.

Prerequisite: BSC1086 BSC1086L CHM1033 ENC1101

Pre or Corequisite: MTB1370 NUR2000L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2062 HEALTH ASSESSMENT OF THE ADULT

CLIENT (5)

This course focuses on assessment of the adult client as he or she fluctuates on the wellness illness continuum. Techniques of physical assessment will be systematically taught in a head to toe approach. The skill of concisely recording the findings will also be included. 80 hrs lec. Term I and II.

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2201 TRANSITION NURSING II (5)

This theoretical course for the LPN covers the following concepts: application of the nursing process in the care of clients with alterations of mobility, skin integrity, ingestion, metabolism elimination, and neuro-endocrine regulatory mechanisms.

Prerequisite: BSC1086 BSC1086L NUR2020 NUR2000L

Pre or Corequisite: NUR2201L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2201L TRANSITION NURSING II CLINICAL LAB (2)

Clinical Lab will provide the student with the opportunity to apply the nursing process in the clinical area to adult patients with alterations in mobility, skin integrity, neuro-regulatory mechanisms, and metabolic/endocrine/ gastrointestinal functions.

Prerequisite: BSC1086 BSC1086L NUR2020 NUR2000L

Pre or Corequisite: NUR2201

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 98.95

NUR2202 TRANSITION NURSING III (5)

This theoretical course for the LPN covers the following concepts: application of the nursing process in the care of clients with alterations of circulatory, respiratory, urinary, and endocrine functions.

Prerequisite: BSC1086 BSC1086L NUR2201 NUR2201L

Pre or Corequisite: NUR2202L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2202L TRANSITION NURSING III CLINICAL LAB (2)

This clinical lab for the LPN will provide the opportunity to apply the nursing process in the care of adult patients with the alterations of circulatory, respiratory, urinary, and endocrine functions.

Prerequisite: BSC1086 BSC1086L NUR2201 NUR2201L

Pre or Corequisite: NUR2202

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 124.10

NUR2221 HEALTH ALTERATIONS II (3)

In this course the student will be responsible for principles of alteration in mobility, skin integrity, and neurological functioning. Concepts of rehabilitation will be emphasized.

Prerequisite: APB1600 NUR1220 NUR1220L NUR1310

NUR1310L NUR1421 NUR1421L NUR1524 NUR1524L

Pre or Corequisite: NUR2221L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2221L HEALTH ALTERATIONS II CLINICAL LAB (2)

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients.

Prerequisite: NUR1220 NUR1220L NUR1310 NUR1310L

NUR1421 NUR1421L NUR1524 NUR1524L

Pre or Corequisite: NUR2221

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR2222 HEALTH ALTERATIONS III (3)

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students

will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Prerequisite: NUR2221 NUR2221L

Pre or Corequisite: NUR2222L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2222L HEALTH ALTERATIONS III CLINICAL LAB (2)

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients.

Prerequisite: NUR2221 NUR2221L

Pre or Corequisite: NUR2222

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR2270 REFRESHER NURSE UPDATE (5)

This course has been developed to review current theory in relation to nursing practice so that the inactive R.N. may be able to move with confidence into a staff nurse orientation and return to practice. The material presented will emphasize trends in nursing practice and nursing education today, changes in the fundamentals of nursing skills necessary for providing effective nursing care in a variety of situations. A reasonable comprehensive review of the up-to-date nursing management of the adult patient with a medical surgical problem will be provided. Prerequisite: Current Florida RN license, current BCLS-C certificate, professional liability insurance, physical examination and recency of work experience.

Pre or Corequisite: NUR2270L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2270L REFRESHER NURSE UPDATE PRACTICUM (5)

This course will provide various laboratory and clinical experiences for the R.N. in providing patient care, team leading, and exposure to nursing care in the specialty areas.

Pre or Corequisite: NUR2270

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 46.95

NUR2274 EMERGENCY NURSING (3)

This course has been developed to meet the needs of the emergency department or critical care nurse in supplementing basic nursing in the emergency area. Upon successful completion the student will be eligible for Advanced Cardiac Life Support certification through the American Heart Association, as well as be prepared to sit for the CEN examination offered by the Emergency Department Nurses Association.

Pre or Corequisite: NUR2274L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2274L EMERGENCY NURSING PRACTICUM (3)

This course will provide the health professional with an opportunity for practice of basic skills needed in basic emergency nursing care and the application of theory in the laboratory, community emergency departments and emergency medical services mobile vehicles.

Pre or Corequisite: NUR2274

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 46.95

NUR2275 TRANSITION TO HOME HEALTH NURSING (2)

This course is designed for the practicing RN who is interested in moving from the acute care or long term care setting into home health nursing. This course is open to registered nurses with at least one year acute care experience who are currently employed.

Prerequisite: CAE0062 CAE0216

Pre or Corequisite: NUR2275L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2275L TRANSITION TO HOME HEALTH NURSING (2)

This clinical course is designed for the practicing RN who is interested in moving from the acute care or long term care

setting into home health nursing. The course is opened to registered nurses with at least one year acute care experience who are currently employed or who have been employed within the past six months. Prerequisite: Florida Nursing License, minimum 1 year current acute experience.

Pre or Corequisite: NUR2275

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 21.95

NUR2292C INTRODUCTION TO CRITICAL CARE NURSING (5)

Designed for the registered nurse desiring to enter the area of critical care and who is currently working in another area. It is not designed for nurses currently working in critical care. The course will include topics related to intensive nursing care of patients with pulmonary, neurological, cardiovascular, renal, and metabolic disorders, as well as psychosocial needs of critically ill patients. Current Florida RN license, BCLS-C certification, basic arrhythmia course.

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.95

NUR2293 BASIC PERIOPERATIVE NURSING (8)

This program is designed for the learner who is a registered nurse with minimal or no operating room experiences. The goal of the program is to prepare the R.N. for initial employment as an effective member of the surgical team in both the circulator and scrub roles, thus providing quality perioperative nursing care. This theory course will be taught concurrently with the basic perioperative nursing practicum.

Pre or Corequisite: NUR2293L

Lec Hrs = 128 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2293L BASIC PERIOPERATIVE PRACTICUM (5)

This course is designed to provide laboratory practice and clinical experience for nursing in the operating room, community surgical centers or clinics.

Pre or Corequisite: NUR2293

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 46.95

NUR2294 CORONARY CARE NURSING (9)

A comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in their practice. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge. Methods and techniques were developed by the Florida Regional Medical Program as a standard. A Coronary Care course certificate is awarded upon successful completion. This is for the professional nurse. 144 hrs. Lec.

Lec Hrs = 144 Lab Hrs = 0 Oth Hrs = 0 Fees = 13.00

NUR2391 CARE OF THE CRITICALLY ILL NEWBORN (4)

This course will provide an introduction to the basic needs of the sick or compromised infant and the rationale/theory behind prescribed treatments and care. Units include: thermal environment, assessment, CPR, respiratory disorders, hematological disorders, maternal infant bonding, the dying infant, GI disturbances, oxygen administration, neonatal sepsis, blood gas analysis, cardiac anomalies, nutrition, pharmacology, lab studies, seizure disorders and mechanical ventilation. (target audience: term and level II nursery personnel, labor and delivery nurses and nurses seeking entry into neonatal areas.)

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 28.00

NUR2392 CRITICAL CARE OF THE PEDIATRIC CLIENT (5)

This 5 credit course is designed to prepare the professional nurse to enter into practice in the pediatric intensive care setting. The program focuses on assessment skills of the various body systems, pharmacology, and nursing management of the critically ill child. Prerequisite: current Florida nursing license, BCLS-C (Basic rescuer certification).

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2801 TRANSITION NURSING IV (3)

This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations, problem solving techniques, interviewing techniques and emergency nursing.

Prerequisite: NUR2202 NUR2202L

Pre or Corequisite: NUR2801L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2801L TRANSITION NURSING IV CLINICAL LAB (2)

This course for the LPN provides clinical opportunities to develop leadership skills, team management skills, and legal, ethical responsibilities.

Prerequisite: NUR2202 NUR2202L

Pre or Corequisite: NUR2801

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 124.10

NUR2810 TRENDS, PRACTICES, AND ROLES (3)

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical and professional responsibilities of the nurse in managerial and coordinating roles.

Prerequisite: NUR2222 NUR2222L

Pre or Corequisite: NUR2810L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2810L TRENDS, PRACTICES, AND ROLES CLINIC (2)

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Prerequisite: NUR2222 NUR2222L

Pre or Corequisite: NUR2810

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 121.95

NUR2930 COMPARATIVE HEALTH CARE SYSTEMS (3)

This course provides an opportunity for health care professionals and educators to compare health care systems of other countries with that of the United States. Health care systems, variation in patient care, education of health practitioners facilities and the role of international agencies will be studied.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2940 NURSING TRANSITION FOR THE NEW NURSE (4)

This course is for the new registered nurse who seeks to gain additional theoretical experience in the application of nursing knowledge in the care of the acutely ill hospitalized patient.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2940C RESPIRATORY CARE CROSS TRAINING FOR NURSES (12)

This course will provide nurses with essential principles of respiratory care, to function in their new roles as a multiskilled healthcare professional.

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 168 Fees = 28.00

NUR2941C RESPIRATORY CARE FOR NURSES: OXYGEN (2)

This course will teach the students safe handling of oxygen equipment along with a working knowledge of oxygen analyzers. It will also teach proper administration of medications via Twin Jet nebulizer, metered dose inhaler (MDI) and incentive spirometry treatments.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 28 Fees = 53.95

NUR2941L NURSING TRANSITION FOR THE NEW NURSE CLINICAL LAB (1)

This course is for the new registered nurse who seeks to gain additional clinical experience in the application of nursing knowledge in the care of the acutely ill hospitalized patient. Emphasis in the clinical area will be on critical thinking in the decision making process.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 21.95

NUR2942C RESPIRATORY CARE FOR NURSES: CHEST (2)

This course will demonstrate safe and effective technique in the performance of I.P.P.B. therapy as well as CPT treatments, including manual and mechanical techniques. It will also teach the students to demonstrate proficiency in adjunct techniques of CPT.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 36 Fees = 28.95

NUR2943C RESPIRATORY CARE FOR NURSES: TREATMENTS (1)

This course will focus on the proper use of ultrasonic nebulizers, specimen collection and the safe administration of aerosolize medication.

Lec Hrs = 8 Lab Hrs = 0 Oth Hrs = 20 Fees = 28.95

NUR2944C RESPIRATORY CARE FOR NURSES: PROTOCOLS (2)

This course will focus on respiratory care protocols, suctioning and the proper maintenance of tracheostomy and endotracheal tubes.

Lec Hrs = 16 Lab Hrs = 37 Oth Hrs = 0 Fees = 28.95

NUR2946 GRADUATE NURSE INTERNSHIP (1)

This course will cover the theory application of skills in the care of patients. The content will cover content beyond basic educational offerings to intern nurses.

Pre or Corequisite: NUR2946L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2946L NURSE INTERNSHIP CLINICAL LAB (6)

This course will cover the clinical application of skills in the care of patients. The content will cover content beyond basic clinical experiences to intern nurses.

Pre or Corequisite: NUR2946

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 23.95

OCA0450 SPREADSHEET AND DATABASE APPLICATION (2)

The purpose of this course is to provide an introduction to computers and their significance in today's business workplace. An emphasis is placed on the use of spreadsheet software and its importance in compiling financial reports and statistical data. This course also acts as a foundation for all business education programs as it incorporates keyboarding, mathematical calculations, consumer economics, human relations, and job application procedures.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OCA0451 SPREADSHEET AND DATABASE APPLICATION (2)

The purpose of this course is to provide an introduction to computers and to develop entry-level skills for computer-related occupations using spreadsheets and databases and text-editing software. This course also acts as a foundation for all business education programs as it incorporates keyboarding, mathematical calculations, consumer economics, human relations, and job application procedures.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OCE1001 INTRODUCTORY OCEANOGRAPHY (3)

An integration of the four classic disciplines of the ocean sciences: geological oceanography, chemical oceanography, physical oceanography, and biological oceanography. Course will stress the interdisciplinary nature of the ocean sciences and focus on the basic principles governing these disciplines,

and the effect of each on man. Meets Area 4B general education requirements for the A.A. Meets Areas 4 or 5 general education requirements for the A.S. degree. Terms I, II, and III. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OCE1001L OCEANOGRAPHY LABORATORY (1)

Laboratory methods for the Ocean Sciences. Meets area 4C general education requirements for the A.A. degree. Meets The 4 or 5 general educational requirements for the A.S. degree. One, two-hour laboratory weekly. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: OCE1001

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

OFT0010 OFFICE SKILLS TRAINING I (2)

The purpose of this course is to prepare students for employment as general office clerks, typists, file clerks, office systems clerks, government records clerks, and clerical office trainees. Topics include typing, filing, calculation skills, telephone skills, and word processing.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OFT0011 OFFICE SKILLS TRAINING II (2)

The purpose of this course is to prepare students for employment as clerk typists, clerks, information clerks, data entry clerks, coding clerks, invoicing clerks, clerk typist assistant, keyboarding clerks, or to provide supplemental training for persons previously or currently employed in this occupational area.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OPT1110 PHYSICAL AND GEOMETRIC OPTICS (3)

This course provides a review of light energy as it passes through air, plastic, glass and water with emphasis on how light is modified by prisms and curved lens surfaces. These principles relate to the effect these ophthalmic devices have in correcting the errors of human vision.

Pre or Corequisite: OPT1110L OPT1210 OPT1330

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1110L PHYSICAL AND GEOMETRIC OPTICS LAB (1)

This course provides the opportunity for students to demonstrate, measure and explore the behavior of light energy as it passes through prisms and curved lens surfaces. Students will demonstrate the principles of ophthalmic devices and how they correct the errors of human vision.

Pre or Corequisite: OPT1110 OPT1210 OPT1330

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

OPT1150 OPHTHALMIC LENSES (2)

Characteristics of single vision and multifocal lens reference points for proper lens selection to meet visual needs of the patients. Emphasis is on accurate positioning of the optical centers and selected multifocal addition design. ANSI and F.D.A. standards; prescription ordering; verification procedures; and absorptive lenses are presented. Low vision devices and occupational specialty lenses will be discussed.

Prerequisite: OPT1110 OPT1110L OPT1210

Pre or Corequisite: OPT1150L OPT1450 OPT1450L OPT2090

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1150L OPHTHALMIC LENSES LAB (2)

This course provides the opportunity for students to gain hands on experience in the accurate positioning of the optical centers and selected multifocal addition designs. ANSI and F.D.A. standards, prescription ordering and verification procedures will be applied to patient jobs. Emphasis will be placed on the use of the manual and automated Lensometer. Fitting of low vision devices and occupational specialty lenses will be discussed.

Prerequisite: OPT1110 OPT1110L OPT1210

Pre or Corequisite: OPT1150 OPT1450 OPT1450L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

OPT1210 ANATOMY AND PHYSIOLOGY OF THE EYE (3)

This course provides a review of the structure and function of the systems of the human body, emphasizing the anatomy of the human eye. Visual recognition of common eye disorders and refractive disorders are discussed.

Pre or Corequisite: OPT1110 OPT1110L OPT1330

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1330 ORIENTATION TO VISION CARE (2)

This course reviews the techniques needed in a clinical environment for the collection of patient case history, entrance visual acuity, basic visual skills of ocular motility and accommodation, color discrimination, depth perception and binocular fusion. Emphasis is placed on medical terminology as it relates to the visual system.

Pre or Corequisite: OPT1110 OPT1110L OPT1210

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1450 OPHTHALMIC DISPENSING (2)

This course reviews the theory and terminology of ophthalmic frame materials, multifocal lenses, including progressive power and occupational bifocals and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted.

Prerequisite: OPT1150 OPT1150L OPT2090 OPT2879

Pre or Corequisite: OPT1450L OPT2500 OPT2500L

OPT2800L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1450L OPHTHALMIC DISPENSING LAB (2)

This course provides the opportunity for students to practice ophthalmic dispensing. Measurement and adjusting ophthalmic frame materials, multifocal lens, occupational bifocals, high index lenses and low vision devices will be emphasized. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted.

Prerequisite: OPT1150 OPT1150L OPT1330 OPT2375

Pre or Corequisite: OPT1450 OPT2500 OPT2500L OPT2800L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

OPT2060 OPHTHALMIC MANAGEMENT POLICY AND PROCEDURES (3)

This course provides a review of procedures and terminology in correspondence, legal and ethical principles, inter- and intra-professional relationships, and retail office management. The history of opticianry, optometry and ophthalmology is traced. Special emphasis is on a comprehensive review of the curriculum. The student will be required to present oral and written reports.

Prerequisite: OPT2800L OPT2875

Pre or Corequisite: OPT2876

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2090 ORIENTATION TO VISION CARE CLINIC (1)

This course provides an introduction to the Broward Community College Vision Care Clinic. Students will apply technical skills acquired in previous course work. Recording of clinical data, administrative procedures and techniques in patient handling under the close supervision of clinic instructors and 5th semester students.

Prerequisite: OPT1110 OPT1210 OPT1330

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 32 Fees = 0.00

OPT2222 OCULAR PATHOLOGY AND PHARMACOLOGY (2)

Theory and terminology of visual and systemic disorders that effect vision. Introduces the student to the general concepts of disease and the processes by which diseases evolve. The specific disorders that may occur in various parts of the eye and ocular adnexa are discussed in detail. The student will become familiar with the Physicians Desk Reference (PDR),

diagnostic, and therapeutic pharmaceutical agents used in vision care.

Coresquisites: OPT2350, OPT2801.

Prerequisite: OPT2375 OPT2800L

Pre or Corequisite: OPT2350 OPT2801L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2223 OCULAR PATHOLOGY AND PHARMACOLOGY I (2)

Continuation of OPT2222: Theory and terminology of visual and systemic disorders that effect vision. Introduces the student to the general concepts of disease and the processes by which diseases evolve. The specific disorders that may occur in various parts of the eye and ocular adnexa are discussed in detail. The student will become familiar with diagnostic and therapeutic pharmaceutical agents used in vision care.

Prerequisite: OPT2222

Pre or Corequisite: OPT2351 OPT2802

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2287 OPHTHALMIC MEDICAL PRACTICUM 3 (4)

Externship in an approved ophthalmic practice. This is the most advanced clinical education and successful completion will ensure that the student is competent upon graduation to assume all of the responsibilities required of an Ophthalmic Technician. The student will enhance their knowledge of advanced duties and responsibilities an ophthalmic medical office. Emphasis will be placed on continuing the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. Skills in assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting will be obtained. This course is required to fulfill requirements for clinical experience by the national accrediting agencies.

Prerequisite: OPT2223 OPT2351 OPT2802 OPT2941

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 240 Fees = 21.95

OPT2350 ADVANCED CLINICAL PROCEDURES I (1)

Theory and terminology of advanced ophthalmic medical procedures. Students will learn ocular photography, visual field testing, and internal and external examination procedures normally performed by an ophthalmic technician.

Prerequisite: OPT2375 OPT2800L

Pre or Corequisite: OPT2222 OPT2801L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2351 ADVANCED CLINICAL PROCEDURES II (2)

Continuation of OPH2350: Students will be introduced to the theory and terminology of Topography, Tonography; Fluorescein Angiography, advanced visual fields, outpatient surgical assisting, and other advanced ophthalmic medical procedures.

Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940

Pre or Corequisite: OPT2223 OPT2802 OPT2941

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2375 REFRACTOMETRY (2)

This course reviews the theory and terminology used in determining the powers of corrective lenses in relation to a patient's refractive error. Emphasis will be placed on the phoropter, retinoscope, and automated refraction instruments. Problems associated with the change in refractive powers will also be discussed.

Prerequisite: OPT1110 OPT1110L OPT1210

Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2879

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2420 EYEWEAR FABRICATION I (1)

This course presents a review of the theory of ophthalmic surfacing and finishing procedures. Students acquire knowledge to arrange single vision and multifocal lenses, use lensometers and lens clocks, operate project-o-markers for lens layout, select or fabricate frame patterns, and utilize

several systems for surfacing and edging lenses for ophthalmic frames.

Prerequisite: OPT2500 OPT2800L

Pre or Corequisite: OPT2420L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2420L EYEWEAR FABRICATION I LAB (2)

In this laboratory course students will gain practical experience in ophthalmic surfacing and finishing procedures. Students will fabricate single vision and multifocal lenses: use lensometers and lens clocks; operate project-o-markers for lens layout; select or fabricate frame patterns; and utilize several systems for surfacing and edging lenses for ophthalmic frames.

Prerequisite: OPT2500L OPT2879

Pre or Corequisite: OPT2420

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

OPT2421 EYEWEAR FABRICATION II (1)

Advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Theory of ophthalmic surfacing and finishing procedures from written specifications ensuring that current ANSI and FDA standards are exceeded.

Prerequisite: OPT2420 OPT2420L

Pre or Corequisite: OPT2421L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2421L EYEWEAR FABRICATION II LAB (3)

Laboratory for OPT2421. Students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment.

Prerequisite: OPT2420 OPT2420L

Pre or Corequisite: OPT2421

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 50.00

OPT2460 OPHTHALMIC DISPENSING CLINIC I (2)

Development of skills in the fitting and dispensing of ophthalmic lenses. Students will work under the close supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Emphasis will be placed on techniques used to dispense new technology in ophthalmic frame materials; multifocal lenses including progressive power and occupational bifocals; and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for proper frame and lens selection is highlighted.

Prerequisite: OPT2375 OPT2500 OPT2800L

Pre or Corequisite: OPT2420 OPT2830L OPT2875

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 13.00

OPT2461 OPHTHALMIC DISPENSING CLINIC II (3)

This is a continuation of OPT2493L. It involves advanced skills in the fitting and dispensing of ophthalmic lenses. Students will work under the supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Students will practice advanced techniques used to dispense new technology in ophthalmic frame materials, multifocal lenses including progressive power and occupational bifocals, high index lenses, and low vision devices.

Coresquisites: OPT2421, OPT2831, OPT2876.

Prerequisite: OPT2420 OPT2460 OPT2875

Pre or Corequisite: OPT2421 OPT2831L OPT2876

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 8.95

OPT2500 CONTACT LENS THEORY (2)

This course provides a review of the theory and terminology of contact lenses including fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.

Prerequisite: OPT1150 OPT1450

Pre or Corequisite: OPT2500L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2500L CONTACT LENS THEORY LAB (2)

This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.

Prerequisite: OPT1150L OPT1450L

Pre or Corequisite: OPT2500

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 25.00

OPT2800L VISION CARE CLINIC I (2)

This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.

Prerequisite: OPT1150 OPT1150L OPT1450L

Pre or Corequisite: OPT2375 OPT2500L OPT2879

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 21.95

OPT2801L VISION CARE CLINIC II (3)

Development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. The student will follow the patient through the entire cycle of vision care under the supervision of the clinical staff.

Prerequisite: OPT2375 OPT2500L OPT2800L

Pre or Corequisite: OPT2222 OPT2350 OPT2940

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 21.95

OPT2802 VISION CARE CLINIC III (3)

Continuation of OPH2801L: Development of additional skills in tonometry, visual fields, A and B scan ultrasound, photo-documentation, vision therapy, low vision, aseptic techniques, eye emergencies, assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting. The student will follow the patient through the entire cycle of vision care under the supervision of the clinical staff.

Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940

Pre or Corequisite: OPT2223 OPT2351 OPT2941

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 21.95

OPT2830L CONTACT LENS CLINIC I (3)

Assist eye care specialists in the fitting and follow-up care of rigid and soft contact lenses for patients referred from the Vision Care Clinic. Familiarization with over-refraction, instructions for lens handling, cleaning, care and storage, and basic contact lens pathology.

Prerequisite: OPT2500 OPT2500L OPT2800L

Pre or Corequisite: OPT2420 OPT2460 OPT2875

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 21.95

OPT2831L CONTACT LENS CLINIC II (2)

This course involves the use of contact lens instruments to confirm all parameters for replacement lenses. Particular attention is given to the patient who is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions. Advanced over-refraction and contact lens fitting procedures are practiced.

Prerequisite: OPT2420L OPT2460 OPT2830L

Pre or Corequisite: OPT2421 OPT2461 OPT2876

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 21.95

OPT2875 OPHTHALMIC DISPENSING PRACTICUM I (3)

In this laboratory course students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment.

Prerequisite: OPT2375 OPT2500 OPT2800L OPT2879

Pre or Corequisite: OPT2420 OPT2420L OPT2830L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 21.95

OPT2876 OPHTHALMIC DISPENSING PRACTICUM II (3)

This is an externship in an approved retail ophthalmic dispensing establishment involving frame styling, ordering of

appropriately designed lenses, adjustment, repair and dispensing of eyewear. The student will gain a working knowledge of administrative management procedures of the practice.

Prerequisite: OPT2420 OPT2830L OPT2875

Pre or Corequisite: OPT2060 OPT2421 OPT2461

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 21.95

OPT2879 REFRACTOMETRY PRACTICUM (2)

Practicum for OPT2375. Practical procedures used in determining the powers of corrective lenses in relation to a patient's refractive error. The student will learn to use the Phoropter, retinoscope, and automated refraction instruments in determining the patient's subjective and objective refraction. Problems associated with the change in refractive powers will be demonstrated.

Prerequisite: OPT1110 OPT1110L OPT1210 OPT1330

Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2375

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 21.95

OPT2910 DIRECTED RESEARCH (2)

Students will be introduced to the theory and terminology of medical research. Under the direct supervision of the clinical staff the student will select an area to do extended research. The areas may include but are not limited to, assisting, and other advanced ophthalmic medical topics.

Prerequisite: OPT2223 OPT2350 OPT2801L OPT2940

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 40 Fees = 0.00

OPT2940 OPHTHALMIC MEDICAL PRACTICUM (4)

Externship is an approved ophthalmological practice. The student will gain a working knowledge of the basic duties and responsibilities of a technician in a medical office. Emphasis will be placed on the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation.

Prerequisite: OPT2500 OPT2800L OPT2879

Pre or Corequisite: OPT2222 OPT2350 OPT2801L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 21.95

OPT2941 OPHTHALMIC MEDICAL PRACTICUM II (5)

Externship is an approved ophthalmological practice: The student will gain a working knowledge of advanced and more complete duties and responsibilities of a technician in an ophthalmic medical office. Emphasis will be placed on continuing the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. Skills in assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting will be obtained.

Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940

Pre or Corequisite: OPT2223 OPT2351 OPT2802

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 200 Fees = 21.95

ORH1000 HORTICULTURAL BIOLOGY (3)

An introduction to the disciplines involved in the broad field of horticultural plant and animal taxonomy, morphology, anatomy and physiology. Course provides fundamental processes as they relate to plant growth, pests, production maintenance, and planting will be stressed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORH1000L HORTICULTURAL BIOLOGY LAB (1)

This two hour lab supports the lecture of ORH1000 and is required for all Landscape Technology students. Lab content is practical and oriented to existing situations encountered in the various horticultural professions and is primarily an overview of the plant and animal kingdoms with specific attention given to groups important to horticulture.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

ORH1523 NATIVE UPLAND PLANTS (2)

This course includes the identification of approximately 100 plants and plant groups native or naturalized in the higher ground habitats of South Florida. The application of these plants as in-situ, mitigation or landscape materials in the ecological and esthetic situations of this area will be an

additional objective. Most instruction will be done in the field utilizing local passive- and active-use parks. Completion of any landscape plant identification class, ORH1524, ORH1510, ORH2511 ORH2512 or ORH1101, is strongly recommended.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORH1524 NATIVE WETLAND PLANTS (2)

This course is a continuation of HOS1071, Native Upland Plants, and includes the identification of approximately 100 plants and plant groups native or naturalized in fresh and salt water wetlands of South Florida. The application of these plants as in-situ and mitigation species in ecological, landscape and esthetic situations will be done in the field. Instructor approval or
Prerequisite: ORH1523
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORI1000 INTRODUCTION TO ORAL INTERPRETATION (3)

Upon completion of this course, the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose, poetry, drama and reader's theatre. Meets Area 7 AA degree general education requirements.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST1100L KEYBOARDING AND DOCUMENT PROCESSING I (3)

This course offers an introduction to the keyboard with development of fundamental techniques, skill development, and simple correspondence and other business keyboarding and document processing. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 35 words per minute with 5-error cutoff on 5-minute timed writings are required.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 25.00

OST1103 BASIC KEYBOARDING, PART 1 (1)

This course offers an introduction to the keyboard with development of fundamental techniques. Laboratory hours are required in addition to the scheduled course hours. Minimum completion speed of 21 words per minute with a 5-error cutoff on 2-minute timed writings using touch technique are required.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1104 BASIC KEYBOARDING, PART 2 (1)

This keyboarding credit includes skill development, simple correspondence and other business keyboarding. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 27 words per minute with 5-error cutoff on 3-minute timed writings are required.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1105 BASIC KEYBOARDING, PART 3 (1)

This keyboarding credit includes skill development, business correspondence, business forms, and manuscripts. It begins production development. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 35 words per minute with 5-error cutoff on 5-minute timed writings are required.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1110L KEYBOARDING AND DOCUMENT PROCESSING II (3)

This keyboarding course includes skill development which includes speed building, and accuracy improvement; with an emphasis on refining and creating business correspondence, forms, reports, and tables. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 45 words per minute with 4-error cutoff on 5-minute timed writings are required.
Prerequisite: OST1100L
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 25.00

OST1113 INTERMEDIATE KEYBOARDING, PART 4 (1)

This keyboarding credit includes skill development which includes speed building and accuracy improvement. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 39 words per minute with 4-error cutoff on 5-minute timed writings are required.
Prerequisite: OST1105
Pre or Corequisite: OST1114 OST1115
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1114 INTERMEDIATE KEYBOARDING, PART 5 (1)

This keyboarding credit includes skill development which includes speed building, accuracy improvement, refining business correspondence, reports and tables. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 42 words per minute with 4-error cutoff on 5-minute timed writings are required.
Prerequisite: OST1113
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1115 INTERMEDIATE KEYBOARDING, PART 6 (1)

This keyboarding credit includes skill development with emphasis placed on business forms, correspondence, reports and tables. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 45 words per minute with 4-error cutoff on 5-minute timed writings are required.
Pre or Corequisite: OST1113 OST1114
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1330 BUSINESS ENGLISH (1)

This course provides a refresher course in punctuation and capitalization.
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST1355 RECORDS MANAGEMENT (3)

Students will act as records managers in a simulated office utilizing computerized and paper management of records from planning, creation, filing, and retrieving to disposal according to ARMA principles. The student will learn and work with the basic legal requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records.
Lec Hrs = 24 Lab Hrs = 24 Oth Hrs = 0 Fees = 20.00

OST1761 DISK OPERATING SYSTEMS (1)

This course provides hands-on training using the disk operating system (DOS) of the microcomputer. The students will acquire skills necessary to manage a disk-based microcomputer. Practice creating directories, copying files, formatting disks, and other related activities are emphasized.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1795 TELECOMMUNICATIONS (1)

A hands-on course utilizing the Internet. Course topics include telecommunications terminology, the use of the world wide web, bulletin boards, attachments, address books, bookmarks, search engines, history lists, browser programs and customizing the browser. E-mail etiquette, legal issues, and organizing and archiving e-mail are also investigated.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1811C DESKTOP PUBLISHING (3)

This course provides hands-on applications with a popular desktop publishing package. Through the application of desktop publishing techniques, students plan, design and create documents. Effective typeface and use of graphics and color in a publication's design and function are also covered.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 28.00

OST1831 WINDOWS / GRAPHICAL ENVIRONMENT (1)

This course provides an introduction to the Windows Operating System. Students will learn the basic Windows commands

including: My Computer, Explorer, Control Panel, Print Manager, WordPad, Paint, customizing the desktop, multi-tasking, and optimizing Windows.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1841 INSTRUCTIONAL DESIGN FOR MULTIMEDIA (3)

This course will give the student an in-depth study of the instructional design process based on learning theories for multimedia. Students will conduct a needs analysis, a task analysis, design multimedia elements using storyboards and flow charts, apply interactive strategies to multimedia elements, and evaluate the success of a multimedia project, with emphasis on making content clearer and more meaningful with multimedia.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2053 SUCCESSFUL JOB SEARCH (1)

This course presents a hands-on, interactive study of interview and employability skills that focus on the keys to career success. The curriculum accentuates the need for goal setting and life achievement. Topics include occupational skills, positive self-image, attitude, setting priorities, time management, resume writing, and tracking down career leads. A unit on ethics and relationships is included.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2335 COMMUNICATIONS IN THE WORKFORCE (3)

This course is designed to help students communicate more effectively. Students will practice analyzing, planning, managing, and executing both written and oral presentations. Special focus includes grammar and all types of business documents to ensure appropriate content and structure. Discussion includes intercultural work groups, nonverbal skills, and electronic mail as a part of communication on the job.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

OST2431 LEGAL OFFICE TECHNIQUES I (3)

This course provides an introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for law firm employees.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

OST2432 LEGAL OFFICE TECHNIQUES II (3)

A further study of legal terminology with emphasis on preparation of legal papers.

Prerequisite: OST2431

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

OST2464C MEDICAL OFFICE COMPUTER APPLICATION (3)

This course prepares a medical office assistant to work in a health care practice utilizing computerized medical office management software. It provides training for input of new patient entry, posting procedures and payments, insurance billing, appointment scheduling, file maintenance with support files, and generating the daily, end-of-month, and end-of-period reports which are performed in a medical office.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 20.00

OST2501 OFFICE MANAGEMENT (3)

This course is a study of the skills needed by the office professional in the workforce. It includes technology, the global economy, increased diversity, and the changing skills and a nature of work demanded in the workforce. The efficient handling of office matters, such as scheduling appointments, customer/client relations, managing office operations, processing mail and correspondence, communication, coordinating meetings/travel, and career planning and advancement are covered. Emphasis is placed on the managerial functions of the office.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

OST2601 TRANSCRIBING MACHINES (3)

This course emphasizes skill development for accurate transcription of recorded dictation to office standard proficiency

levels. Special materials related to each student's major subject areas of legal and medical are provided.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

OST2611C MEDICAL TRANSCRIPTION (3)

This course emphasizes fundamentals of transcribing various medical reports, discharge summaries, admissions records, history and physical reports, special delivery notes and other medical correspondence. Medical vocabulary and basic language skills with grammar, punctuation, spelling and proofreading will be emphasized.

Prerequisite: HSC1531

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 20.00

OST2621L LEGAL OFFICE TRANSCRIPTION (3)

The student will study legal terminology, operate a transcribing machine efficiently, and proofread accurately. The student will apply the rules of spelling, grammar and punctuation to produce legal documents directly from transcription tapes.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

OST2764 INFORMATION/WORD PROCESSING APPLICATIONS (3)

This course introduces the student to the operations of word processing software and emphasizes application skills such as processing business correspondence, reports, tables, macros, flyers, and mail merge. Laboratory hours are required in addition to the scheduled course hours. Keyboarding speed of 40 words per minute is recommended.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 10.00

OST2825C DOCUMENT DESIGN, LAYOUT AND SCANNING (3)

This course provides hands-on applications in designing, laying out and scanning documents for newsletters, brochures, flyers, manuals, advertisements and catalogs. Through principles of effective design, students can makeover documents from their own work areas.

Lec Hrs = 16 Lab Hrs = 64 Oth Hrs = 0 Fees = 28.00

OST2826C PRESENTATION GRAPHICS (3)

This course provides hands-on applications using graphics and presentation software with draw, paint, chart and show programs. Through transformation of typography and graphic clip art, students will create printed documents and computer-generated slide shows with CD-ROMs.

Lec Hrs = 16 Lab Hrs = 64 Oth Hrs = 0 Fees = 28.00

OST2940L MULTIMEDIA PRACTICUM (4)

This comprehensive course (to be taken concurrently with Multimedia Project Management) will give the student experience creating work for someone else (content expert). The student will work with a team to develop multimedia authoring which is interactive for training, kiosks, lecture, entertainment, or games. The projects may come from within or outside the college. Students will rotate in positions on the team to create several projects which will be critiqued by end-user, content expert, and other teams.

Prerequisite: CGS2874C GRA2160C PGY2850C

Pre or Corequisite: OST2945

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2945 MULTIMEDIA PROJECT MANAGEMENT (3)

This course (to be taken concurrently with Multimedia Practicum) will teach the student the theory necessary to manage projects from visualization to completion. The student will learn how to visualize, schedule, budget, procure and evaluate resources for multimedia development.

Prerequisite: CGS2874C GRA2160C PGY2850C

Pre or Corequisite: OST2940L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student's field of study through work experience. Students are graded on the

basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OTA0001 OFFICE SUPPORT TECHNOLOGY I (2)

The purpose of this course is to prepare students for employment as office support technicians in the field of word processing and/or related occupations. The students will be able to edit and produce written communications using word processing software and act as information processing operators. Machine transcription and payroll processing is also introduced with emphasis throughout on leadership and decision-making skills.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OTA0002 OFFICE SUPPORT TECHNOLOGY II (2)

The purpose of this course is to prepare students for employment in the field of word processing and/or related occupations using more advanced skills as office support technicians. The students will be able to proficiently edit and create written communications using word processing software and act as information processing operators on a windows-based microcomputer. Machine transcription and payroll processing skills will be enhanced with an emphasis throughout on quality performance in the learning environment in the workshop.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OTA0312 OFFICE COMMUNICATIONS I (2)

The purpose of this course is to provide a basic overview of written communication used in today's business environment to enhance personal and workplace proficiency. Emphasis is placed on developing fundamental language and writing skills and using word processing computer application software efficiently in today's information-based society.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0313 OFFICE COMMUNICATIONS II (2)

The purpose of this course is to provide an advanced overview of written communication skills with emphasis being placed on developing additional language and writing skills using computer applications and formatting techniques. These skills may be used in acquiring employment and increasing professional opportunities in an information-based society.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0323 OFFICE COMMUNICATION III (5)

The purpose of this course is to provide a more advanced overview of written communication skills with emphasis being placed on developing additional language and writing skills using advanced computer applications and formatting techniques. These skills may be used in acquiring employment and increasing professional opportunities in an information-based society.

Lec Hrs = 50 Lab Hrs = 100 Oth Hrs = 0 Fees = 0.00

OTA0475 LEGAL ASPECTS OF BUSINESS (2)

This course is designed to provide an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. The use of computers is an integral part of this program.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0476 LEGAL OFFICE I (2)

The student will become familiar with legal terminology and perform specialized legal office procedures such as preparing legal documents, maintain and utilize a legal reference library,

proofread legal documents and perform specialized records management functions specific to the legal field.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0477 LEGAL OFFICE II (2)

This course expands the competencies learned in Legal Office I. Students are required to perform higher level thinking and decision making and to use technology as a resource to efficiently perform systematic procedural tasks and to produce quality work in an efficient manner. Students will begin transcribing legal documents from machine dictation.

Prerequisite: OTA0476

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0478 LEGAL OFFICE III (2)

This course expands the competencies learned in Legal Office II and is designed to develop skill in transcribing legal documents from machine dictation. Students will use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents.

Prerequisite: OTA0477

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0612 MEDICAL SECRETARY I (2)

The purpose of this course is to prepare students to perform secretarial duties that require knowledge of basic medical terminology and medical office procedures. Instruction includes an introduction to basic medical terminology, filing, and appointment scheduling as it relates to the medical field, and the development of basic skills in the keying of business letters and other office correspondence.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0613 MEDICAL SECRETARY II (2)

The purpose of this course is to prepare students to perform secretarial duties in a medical office environment utilizing knowledge of basic medical terminology. Instruction includes the introduction of transcription techniques so the student will be comfortable transcribing paragraphs that include medical terminology. The student will become familiar with completing insurance and claim forms and the scheduling of appointments in a medical setting.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0614 MEDICAL SECRETARY III (5)

The purpose of this course is to prepare students to perform secretarial, administrative, and managerial duties in a medical office environment with an advanced level of competency. The content includes a thorough knowledge of medical terminology, accurate transcription of various medical documents from machine transcription, production of quality work using advanced features of business software applications, use of technology to develop office management skills, and production of professional job application documents.

Lec Hrs = 50 Lab Hrs = 100 Oth Hrs = 0 Fees = 0.00

OTA0940 OFFICE SUPERVISION I (2)

The purpose of this course is to prepare students to incorporate appropriate leadership supervision techniques and standards of personal ethics to accomplish job objectives and enhance workshop performance.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0948 OFFICE SUPERVISION II (2)

The purpose of this course is to prepare students to attain a position of management that will incorporate leadership and supervision skills that promote quality performance in the workplace without sacrificing high standards of personal ethics.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0949 ON THE JOB TRAINING (5)

The purpose of this course is to provide a work-based learning experience to more effectively prepare students for employment in business occupations. This on-the-job training

will help to develop occupational competencies required for employment in an office environment.

Lec Hrs = 20 Lab Hrs = 130 Oth Hrs = 0 Fees = 0.00

PAD2002 INTRODUCTION TO PUBLIC ADMINISTRATION (3)

This introductory course examines the governmental context of public administration including political values, bureaucratic politics, leadership and intergovernmental relations; organizational theory including decision making and organizational structure; and the administrative process including public personnel administration, budgeting, policy making and governmental regulation. The objective of this course is to provide the student with an overview of public administration with an emphasis on the political context.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PEL1041C RECREATION ACTIVITIES (2)

An overview of outdoor and indoor games and activities for various age groups in a recreational setting.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PEL1111 BEGINNING BOWLING (1)

The basic techniques for scoring and learning consistency of form in address, approach, swing, release, and follow through in bowling performance skills. (Shoes and ball provided.) Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

PEL1121 BEGINNING GOLF (1)

Introduces the Golf swing and provides instruction in the use of irons and woods, plus putting and approach shots. Rules and courtesies of the game are covered. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1131 BEGINNING POCKET BILLIARDS (1)

Includes the science and techniques of standard Pocket Billiard games. Coeducational. Fee assessed at site of each class.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PEL1141 BEGINNING ARCHERY (1)

To provide the student with opportunities to learn Archery equipment selection and care, basic safety considerations, techniques and fundamentals of shooting. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PEL1211 SOFTBALL (1)

Coeducational. Students furnish gloves.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1321 VOLLEYBALL (1)

Students learn the basic techniques of power Volleyball such as Bumping, Setting, Spiking, Blocking and Overhand serve and apply them in exciting, fast action power Volleyball games. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1341 BEGINNING TENNIS (1)

Concentration on learning the basic skills of forehand, backhand, and serve. Scoring and rules of the Single and Doubles are covered with an opportunity to apply them in game situations. (Student must furnish racquet and balls.) Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1420 HANDBALL AND PADDLEBALL (3)

Coeducational (student must supply own gloves and paddles).

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PEL1441 3 WALL RACQUETBALL (1)

Instruction in Racquetball. Coeducational. Students must provide own Racquets and Balls, and Safety Glasses.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1621 BASKETBALL (1)

Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL2112 INTERMEDIATE BOWLING (1)

Emphasis is placed upon self improvement following the beginning Bowling course. Advancing by learning "Spot" Bowling and recognizing through analysis, to detect your own Bowling inconsistencies. (Shoes and Ball are provided.)

Prerequisite: PEL1111 or instructor's approval. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

PEL2122 INTERMEDIATE GOLF (1)

Provides individualized help in correcting problems in golf swing and introduces advanced shots and techniques. The majority of the course provides extensive opportunities for guided play on a golf course. Coeducational.

Prerequisite: PEL1121 or instructor's approval. Fee assessed at site of each class.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PEL2132 INTERMEDIATE BILLIARDS (1)

Course will include advanced techniques in Snooker, One Pocket Bank Pool Rotation, Cribbage and Three-cushion Billiards. Prerequisite: PEL1131 or instructor's approval. Fee assessed at site of each class.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PEL2322 INT VOLLEYBALL II (1)

This course continues the techniques of power volleyball. Students will project the skills of bumping, setting, spiking, blocking, and gain insight into the strategy of good offense and defense. Advanced skills and strategies are used.

Prerequisite: instructor's approval or PEL1321.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL2342 INTERMEDIATE TENNIS (1)

Reviews Forehand, Backhand, and Serve and concentrates on volley, Approach Shots, Lob, and Overhead. Strategy and tactics of Doubles and Singles play are emphasized.

Prerequisite: PEL1341 or instructor's approval. (Student must furnish own Racquet and Balls). Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL2442 4 WALL RACQUETBALL (1)

Involves the teaching of advanced skills and strategies in Singles, Cuthroat, and Doubles play of 4-wall Racquetball.

Prerequisite: PEL1441 or instructor's approval. Students supply own Racquets, Balls and protective Eyeglasses.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

PEM1011 THERAPEUTIC PHYSICAL EDUCATION (1)

Students will participate in a specialized activity program designed for the individual with consultation from the student and from a Physician or Physical Therapist if necessary. Department Head approval required.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1116 SLIMNASTICS (2)

Students will discuss and apply information on Exercising, Sensible Dieting, Weight Control, Nutrition, Energy Input and Output as it relates to weight control, and discuss and practice good posture habits, and relaxation techniques.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1121 BEGINNING YOGA EXERCISES (1)

Students will learn proper exercise, relaxation and balance of both the body and mind. A holistic approach to health and stress management is emphasized. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1131 WEIGHT TRAINING (2)

Students will be introduced to Weight Training Principles, both past and present, and apply these principles in a well-organized Weight Training Program which will lead to an

increased strength. Students will also increase their wellness knowledge.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1141 AEROBIC MOVEMENT (2)

Students will improve cardiorespiratory fitness through activity that combines exercise and rhythmical movement and increases wellness knowledge.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1181 WALK/JOG/RUN (2)

Students will develop and carry out a personalized Walking, Jogging, or Running program by applying information on equipment selection, physiology, mechanics, psychology, training principles, conditioning, program guidelines, environmental concerns, and injury prevention.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM2462 INTERMEDIATE FENCING (FOIL, SABRE, (1)

Advanced Fencing techniques of Foil, Sabre and Epee. Coeducational. Instructor's approval or Prerequisite: PEM1461

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEN1121 BEGINNING SWIMMING (1)

Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEN1171 AQUATIC FITNESS (2)

Students will participate in various aquatic exercises which will increase endurance and versatility in water and, by doing so, maintain or increase their physical health and fitness levels. The activities include exercises for both swimmers and non-swimmers. Students will increase their wellness knowledge.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEN1211 BEGINNING WATER SKIING (1)

Learn to ski on two skis, one ski, and a kneeboard. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 62.00

PEN1231 BEGINNING BASIC SAILING (1)

The basic course includes certain fundamentals and techniques of Seamanship and Sail handling as would be necessary for the safe, enjoyable use of a sailboat. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEN1241 WINDSURFING (1)

This basic course includes the fundamentals and techniques of handling a Windsurfing Board that are necessary for safe and enjoyable use in this activity. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEN2122 INTERMEDIATE SWIMMING (1)

Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEN2136 SCUBA DIVING (1)

Instructor's approval required. Coeducational. This course does not include open water dives required for National Certification. See course instructor for certification details. Must furnish own Mask, Snorkel, Scuba Fins. North and South Campus students must furnish Weight Belt.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 45.00

PEO1011C TEAM SPORTS AND ACTIVITIES (2)

An overview of team sports and activities. Concepts appropriate for a variety of ages.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEO1013 SPORTS OFFICIATING (3)

Theory and practice of Officiating in selected sports. High School Federation Rules in Football, Basketball and Baseball or National Association for Girl's and Women's Rules in

Volleyball, Basketball and Softball may be taught. Not an activity course. Elective credit only.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PEO1031C INDIVIDUAL SPORTS AND ACTIVITIES (2)

An overview of individual sports and activities concepts appropriate for a variety of ages.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEQ2231 TEACHING SAILING (1)

This program enables a qualified person to teach the basic Sailing at the assistant instructor level and assist in the operation of an on-the-water training facility. Not classified as an activity course. Elective credit only.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PET1303 FOUNDATIONS OF EXERCISE SCIENCE (3)

This course is designed to provide a foundational knowledge base which is common to all the different areas of fitness leadership. The didactic instruction lays the groundwork required by the fitness professionals in order to be analytical in their approach to safe and effective exercise programming for the public. Course content is heavy in the areas of anatomy and physiology as well as kinesiology, the science of human movement.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PET2084 PERSONAL FITNESS CONCEPTS FOR TEACHERS (3)

This course is designed for present and prospective middle and high school health and physical education teachers. It covers the basic principles of exercise, various fitness programs, fitness assessment, nutrition, weight management, cardiovascular health, managing stress, and HIV/AIDS. Lectures will include hands-on activities and demonstrations. This course will not satisfy the General Education Requirements for the A.A. or A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PET2622 CARE/PREVENTION/ATHLETIC INJURIES (2)

Develops competence, knowledge and skill in the prevention and care of athletic injuries.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PGY1800C DIGITAL PHOTOGRAPHY (3)

This is a Graphic Design course formulated to develop skills with a digital camera. Students will learn through the use of a digital camera how to take photographs for use in the designs they create for print, web and multimedia. Students will learn to properly expose, compose, and use effective lighting in the making of photographs. The use of natural and artificial lighting will be used in portraiture, product and outdoor photography.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

PGY1801C DIGITAL IMAGING (3)

This is a graphic design course formulated to develop skills in digital imaging. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching technique to modify, enhance and reshape images, apply special effects, adjust color balance, manage files, and prepare their work for print output and web/electronic presentation. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

PGY2401C PHOTOGRAPHY I (3)

Basic procedures of black and white still camera work, developing, and printing. Emphasis on intensifying visual perception and analysis of photographs as Art and record. Student will supply 35mm camera, film, and paper.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

PGY2410C PHOTOGRAPHY II

(3)

The application of the 35mm camera to specially directed individual projects. Emphasis on the use of photography in documenting the social landscape. Student will supply 35mm camera, film, and paper. Instructor's approval or

Prerequisite: PGY2401C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

PGY2610 PHOTO JOURNALISM

(4)

A production class in periodical and press photography. Students will produce picture essays which will serve as a basis for class discussion. Emphasis is on the form and content of reportorial B&W photographs, their production, and their relationship to American society. The student will supply a 35mm camera, film and paper. As part of the course, students will have an opportunity to shoot for campus publications. Instructor's approval. Special fee charged.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PGY2806C FINE ARTS DIGITAL PHOTOGRAPHY

(4)

This course is a Visual Arts class formulated to introduce and develop some of the necessary skills that will enable the students to understand the basic principles of digital cameras, film scanners and digital printing and how to use them in the context of the visual language. It is a course designed for Visual Arts students which will provide them with the necessary tools to understand the conceptual, visual, historical and cognitive arguments needed to create a cohesive and personal body of work. The students will learn Fine Arts Digital Photography through the use of digital cameras, film scanners and photo editing software. It will be hands-on learning experience. An important part of the class will be lectures, slide presentations, and discussion of historical and contemporary issues dealing with conceptual and visual arguments. Critiques will be the forum where students present their ideas and discuss/verbalize concepts dealing with

Prerequisite: PGY2401C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 45.00

PGY2850C DIGITAL VIDEO/AUDIO EDITING

(3)

Concepts and techniques of video/audio production for recording. Using full-motion video camera and video editing and sound editing software, students will produce video and sound modules for inclusion in multimedia projects. Video formats, signals, compression standards, capture and equipment will be emphasized. Sound formats including compression standards, sampling, resource management, software and equipment selection will be studied. Copyright issues will be discussed.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PGY2905 INDEPENDENT STUDY: PHOTOGRAPHY

(3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the photographic process. Exceptions to prerequisite will be considered by the Art Department Head. Instructor's approval or

Prerequisite: PGY2401C PGY2410C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

PHI1100 INTRODUCTORY LOGIC

(3)

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious, as well as valid reasoning. Traditional and symbolic logic will be considered and foundations will be laid for further study in each area. Meets Area 2F general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHI2010 INTRODUCTION TO PHILOSOPHY

(3)

An introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. Meets Area 2F general education requirements for the A.A. degree. Meets

Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHI2600 INTRODUCTION TO ETHICS

(3)

A study of the basic concepts and principles of morals, values and judgments that govern human actions, as well as various ethical theories. Meets Area 2F general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHI2930 SPECIAL TOPICS: PHILOSOPHY

(3)

Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PHI2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1010 PHYSICAL PRINCIPLES FOR THE PT ASSI

(1)

Course introduces the student to the basic physical principles that apply to commonly utilized therapeutic procedures in the field of physical therapy. Topics include but are not limited to body mechanics, ergonomics, the use of heat, cold, sound and electricity to facilitate healing.

Pre or Corequisite: PHT1103 PHT1200

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1020 THERAPEUTIC COMMUNICATION FOR THE**PHYSICAL THERAPIST ASSISTANT**

(2)

An overview of effective communication skills and concepts regarding successful therapeutic interactions will be presented. Students will participate in several interactive sessions to become familiar with team building, verbal and non-verbal communication requirements, effective listening concepts, and conflict management to determine how to manage clinical situations as they arise. Cultural diversity is discussed. Students are responsible for developing an in-service presentation as a means of enhancing effectiveness of communication.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1103 ANATOMY FOR THE PHYSICAL**THERAPIST ASSISTANT**

(3)

Course introduces basic human anatomy with an emphasis on the structure and function of the skeletal and muscular systems. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with an introduction to basic palpation.

Pre or Corequisite: PHT1103L PHT1200

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1103L ANATOMY FOR PHYSICAL THERAPIST ASSISTANT

(1)

Laboratory sessions for Anatomy for PTA (PHT1103) are designed to provide the students with an opportunity to identify, with accuracy, a variety of bones, bony landmarks, muscles, ligaments and other soft tissue structures using graphics and various anatomical specimens/models. Basic palpation skills are developed.

Pre or Corequisite: PHT1103 PHT1200L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PHT1200 INTRODUCTION TO PHYSICAL THERAPY

(3)

Course introduces the student to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships and current developments related to physical therapy. Health care delivery systems, the medical record and issues of reimbursement are discussed. Presents the basic theory of preparing the patient and the treatment area, positioning and transferring techniques,

gait training, and wheelchair prescription. Professional behaviors are introduced.

Pre or Corequisite: PHT1103 PHT1200L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1200L INTRODUCTION TO PHYSICAL THERAPY LAB (1)

Laboratory sessions for Introduction to Physical Therapy (PHT1200) are designed to allow the students an opportunity to familiarize themselves with the basic fundamentals of patient care. Emphasis is on body mechanic analysis, positioning procedures, transfers, gait training, and basic patient preparation skills. Case studies of various medical conditions with emphasis in these areas are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed. Professional behaviors, at the novice level, are assessed.

Pre or Corequisite: PHT1103L PHT1200

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT1211 DISABILITIES AND THERAPEUTIC PROCEDURES (2)

Course introduces the student to the theory and practical application of physical therapy modalities. The physiological effects of and the indications/contraindications of patient care interventions such as heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are presented. Principles of effective documentation and discharge planning are discussed. Problem-solving skills are detailed.

Prerequisite: PHT1103 PHT1200

Pre or Corequisite: PHT1211L PHT2224

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1211L DISABILITIES AND THERAPEUTIC PROCEDURES LAB (2)

Laboratory sessions for Disabilities & Therapeutic procedures (PHT1211) are designed to develop student skills in the actual performance of the patient care interventions presented. Skills in massage are developed. Practical application of each intervention is emphasized with patient simulations and case studies enhancing the ability to understand a plan of care for a patient. Professional behaviors, at the intermediate level, are assessed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in carrying out an appropriate therapeutic modality plan of care, including effective documentation.

Prerequisite: PHT1103L PHT1200L

Pre or Corequisite: PHT1211 PHT2224L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

PHT1300 SURVEY OF PATHOLOGICAL DEFICITS (4)

Course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy. Basic system anatomy is reviewed with an emphasis on the pathophysiology of disease. Student presentations of various musculoskeletal conditions are completed. Descriptions of how diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented. Implications of disease processes as well as contraindications, precautions and patient/caregiver education related to physical therapy are discussed through case study analysis. When relevant, specific physical therapy plans, such as chest PT, are discussed. The effects of aging upon disease and in general are considered.

Pre or Corequisite: PHT1200

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1350 BASIC PHARMACOLOGY FOR PT ASSISTANT (1)

Course introduces concepts of basic pharmacology and presents pharmacological agents dispensed for conditions commonly seen in physical therapy. Drug responses and interactions as they relate to patient response are discussed.

Prerequisite: PHT1300

Pre or Corequisite: PHT1211

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1801L CLINICAL PRACTICE I (2)

Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this novice-level practicum. Discussions also include professionalism, attitudes, patient rapport, sexual harassment, etc. A journal report of clinical experiences and an article review are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the novice-level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates methods of amelioration, if needed. Students receive a satisfactory/fail grade.

Prerequisite: PHT1103 PHT1211

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 71.95

PHT2120 APPLIED KINESIOLOGY (2)

This course is designed as part of a continuum in the application of anatomy to facilitate student analysis of functional movements with specific focus on the relationship between joint structure and function. Joint structure and function including tests and measures for ROM and muscular strength are reintroduced. Special testing procedures, joint play and palpation are introduced which aid the student in understanding pathological gait patterns. Orthotic interventions for the spine and extremities are presented.

Prerequisite: PHT2224

Pre or Corequisite: PHT2120L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2120L APPLIED KINESIOLOGY LAB (1)

Laboratory sessions for Applied Kinesiology (PHT2120) are designed to provide opportunities for the students to practice the skills of goniometry and manual muscle testing along with special testing procedures. Observation of normal and pathological gait patterns as well as analysis of UE and LE movement patterns are performed. Interventions are developed to address functional deficits. Palpation of surface anatomy and review of anatomical/bony landmarks occurs. Through completion of case studies, the student correlates patient problems related to various pathologies with their deficits in functional activities and gait. Competency evaluations are completed.

Prerequisite: PHT2224L

Pre or Corequisite: PHT2120

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT2162 SURVEY OF NEUROLOGICAL DEFICITS (4)

Course introduces the etiology, pathophysiology and symptoms of common neurological diseases/ conditions. Basic neuroanatomy is reviewed. Neurodiagnostic procedures are presented. Specific case study assignments of various neurological conditions are completed and discussed.

Prerequisite: PHT2224

Pre or Corequisite: PHT2810L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2203 MANUAL TECHNIQUES I (3)

This course will provide the student with an in-depth view of the history, theory, terminology, physiology, pathology, and basic techniques used during stages of rehabilitation. Course includes aspects of ethics, law, business and marketing in the

field of massage. Prerequisite: A.S. degree in Physical Therapist Assisting.

Pre or Corequisite: PHT2203L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2203L CLINICAL PRACTICUM IN MANUAL TECHNIQUES (2)

This course will provide the student laboratory experience to practice Swedish and structurally based therapeutic massage in a supervised setting. Prerequisite: A.S. degree in Physical Therapist Assisting.

Pre or Corequisite: PHT2203

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

PHT2204 MANUAL TECHNIQUES II (3)

This course explores advanced techniques further developing the student's use and integration of structural-based and energy-based systems. Topics will include trigger point therapy, myofascial release, and other advanced therapy applications.

Prerequisite: PHT2203 PHT2203L

Pre or Corequisite: PHT2204L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2204L CLINICAL PRACTICUM IN MANUAL TECHNIQUES II (2)

This course provides an advanced laboratory experience incorporating hands-on techniques and sequences to balance the various energy patterns of the physical body in a supervised setting.

Prerequisite: PHT2203 PHT2203L

Pre or Corequisite: PHT2204

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

PHT2224 DISABILITIES AND THERAPEUTIC PROCEDURES II (3)

Course introduces concepts of therapeutic exercise with regards to its principles, and objectives. The theory of and application of specific exercise regimes are presented. Principles of ROM and stretching techniques are presented. A basic introduction to goniometry and manual muscle testing procedures is presented as it pertains to the development of therapeutic exercise interventions.

Prerequisite: PHT1103

Pre or Corequisite: PHT1211 PHT2224L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2224L DISABILITIES AND THERAPEUTIC PROCEDURES II LAB (2)

Laboratory sessions for Disabilities and Therapeutic Procedures II (PHT2224) are designed to provide the student with observation and actual application of therapeutic exercise in the laboratory setting. Case studies of various medical conditions with emphasis on therapeutic exercise interventions are completed. ROM and stretching techniques are practiced. Goniometry and manual muscle testing procedures are practiced as they relate to the provision of therapeutic exercise. Data collection relative to the course content as well as patient and caregiver education are emphasized. Professional behaviors, at the intermediate level, are assessed. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in developing and carrying out an appropriate therapeutic exercise program including effective documentation.

Prerequisite: PHT1103L PHT1200L

Pre or Corequisite: PHT1211L PHT2224

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

PHT2704 REHABILITATION PROCEDURES (2)

Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy plans of care including motor learning principles. Techniques presented include advanced therapeutic exercise programs (stroke, spinal cord injured, etc.) proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom.

Amputations and principles of prosthetics are detailed with fitting and check-out procedures reviewed.

Prerequisite: PHT2162

Pre or Corequisite: PHT2704L PHT2931

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2704L REHABILITATIVE PROCEDURES LAB (1)

Laboratory sessions for Rehabilitative Procedures (PHT2704) are designed for the students to practice the utilization of developmental postures in patient interventions as well as PNF, facilitation/inhibition techniques and other forms of advanced therapeutic exercise approaches. Stump wrapping and therapeutic management of prosthetic patients are practiced. Case studies of various medical conditions with emphasis on advanced therapeutic exercise approaches as well as application of prosthetic principles are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks are completed. Students are expected to demonstrate competency in developing and carrying out appropriate interventions for a patient with neurological deficits. Professional behaviors, at the entry level, are assessed.

Prerequisite: PHT2162

Pre or Corequisite: PHT2704 PHT2931

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT2810L CLINICAL PRACTICE II (6)

Course involves student assignment to local clinical facility. Includes scheduled class meeting to review clinical performance objectives, the self-appraisal process, and overall requirements for this intermediate level practicum. Class discussions are held to share and discuss experiences, patient care problems, learning styles, cooperative group participation, acceptance and implementation of constructive criticism, etc. A clinical journal and an in-service are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the intermediate level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates and methods of amelioration, if needed. Students receive a satisfactory/fail grade.

Prerequisite: PHT1801L

Pre or Corequisite: PHT2162

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 360 Fees = 71.95

PHT2820L CLINICAL PRACTICE III (5)

Course involves full time student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this entry-level practicum. A clinical journal, a case study report and a research project are required. Class discussions are held to share and discuss experiences, patient care problems, readiness for the workplace, leadership responsibilities, professional growth, etc. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at entry level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify area of strength/weaknesses with appropriate target dates and methods of amelioration where necessary. Students receive a satisfactory/fail grade.

Prerequisite: PHT2810L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 300 Fees = 71.95

PHT2931 TRANSITION SEMINAR (2)

A discussion and presentation seminar course on legal and ethical issues, interpersonal skill refinement, employment techniques, quality assurance, and career development. Discharge planning concepts are reviewed. Empathy for patients and enhanced understanding of the challenges of a disability are explored through a community advocacy project. A capstone project is completed to assess entry level preparation. The course also provides a comprehensive

curriculum review and presents details on applying for licensure as students prepare for the transition to the work place.

Prerequisite: PHT2120 PHT2162

Pre or Corequisite: PHT2704

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY1001 APPLIED PHYSICS (3)

General physics course accompanied by an optional laboratory. Contents: mechanics, electricity, and magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY1001L concurrently with PHY1001. Meets area 4B general education requirements for the A.A. degree. Meets areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY1001L APPLIED PHYSICS LAB (1)

Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: PHY1001

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2048 GENERAL PHYSICS WITH CALCULUS I (4)

Part one of a two term comprehensive course in physics involving the use of calculus in problem solving. Topics include mechanics, heat, wave motion and sound. Four hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: MAC2312 PHY2048L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2048L GENERAL PHYSICS WITH CALCULUS I LAB (1)

Laboratories designed to accompany PHY2048. One two hour period each week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee charged. Placement by Testing Department or

Pre or Corequisite: PHY2048

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2049 GENERAL PHYSICS WITH CALCULUS II (4)

The second part of a two term physics course employing the use of calculus. Topics covered during this term are electricity, magnetism, and optics. Four hours weekly. Four hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: PHY2048

Pre or Corequisite: MAC2313 PHY2049L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2049L GENERAL PHYSICS WITH CALCULUS II LAB (1)

A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, optics. One two hour period per week. Special fee charged. charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: PHY2048 PHY2048L

Pre or Corequisite: PHY2049

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2053 GENERAL PHYSICS I (3)

A general physics course employing algebra and trigonometry to explain the quantitative aspects of mechanics, properties of

matter, heat and sound. Three hours weekly. Meets Area 4B general education requirements for the A.A. Meets Areas 4 or 5 general education requirements for the A.S. degree.

Placement by Testing Department or

Prerequisite: MAC1114 MAC1140

Pre or Corequisite: PHY2053L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2053L GENERAL PHYSICS I LAB (1)

Laboratories designed to accompany the topics under study in PHY2053. One two hour period per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: PHY2053

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2054 GENERAL PHYSICS II (3)

The second part of a two term physics course employing algebra and trigonometry. Topics covered during this term are electricity and magnetism, optics, and special relativity and quantum theory. Three hours weekly. Meets Area 4B general education requirements for education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: PHY2053 PHY2053L

Pre or Corequisite: PHY2054L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2054L GENERAL PHYSICS II LAB (1)

Laboratory experiences designed to accompany the topics under study in PHY2054. One two hour period per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee charged. Placement by Testing Department or

Prerequisite: PHY2053 PHY2053L

Pre or Corequisite: PHY2054

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2420 ELEMENTARY WAVE THEORY (3)

A survey of the basic topics in the properties of physical and electromagnetic waves, including the study of intensity and motion waves. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2464 ACOUSTICS (3)

A survey of basic topics in the physical properties of sound and music, including an in- depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT1033 with a grade of "C" or higher. Prerequisite or corequisite: MUT1111 or consent of instructor. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1003 INTRODUCTION TO LEGAL ASSISTING (3)

This course provides an overview of the training and duties of the legal assistant/paralegal. Also included is a discussion of legal terminology, research techniques, and pertinent litigation documents.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1104 LAW LIBRARY/RESEARCH (3)

This course provides information on how to research and write legal documents for both trial and appellate work. An in-depth examination of the law library and legal research techniques are emphasized.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 100.00

PLA1201 CIVIL LITIGATION (3)
This course covers the basic concepts of Civil Litigation. Discussions involve the liability of the individual in relation to the specific acts committed.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1303 CRIMINAL LITIGATION (3)
This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, the potential charges, and penalties involved; also covered are pre-trial procedures, discovery, plea-bargaining process, and the problems involved in the conduct of trial proceedings. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1435 CORPORATIONS (3)
This course provides an in-depth study of Corporate Law. Topics covered include types of corporations, articles of incorporation, bylaws, shareholders' agreements, voting rights, management structure, directors' powers, and voluntary/involuntary dissolutions. Non-profit corporations and professional associations are also discussed. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1600 PROBATE PRACTICE (3)
This course prepares legal assistants to work effectively under the supervision of a lawyer in the probate of an estate. The Florida probate code and related taxes are studied. Preparation of pleadings is included. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1610 PROCEDURES FOR REAL ESTATE TITLE CLOSING (3)
This course surveys the basic concepts of Real Property Law. The students study how to handle a real estate transaction from the drafting of a contract to its closing. The nature of property, the consequences of its possession, and the mechanics of the title examination are also studied. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1800 DOMESTIC RELATIONS (3)
This course surveys domestic relations, and includes topics such as marriage, dissolution of marriage, separation agreements, custody, legitimacy, adoption, name changes, support, court procedures, and property disposition. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1841 IMMIGRATION LAW (3)
This course provides an in depth study of Immigration Law. Topics covered include a historical overview of immigration law, types of immigration law practices, agencies involved with immigration laws, the drafting of fall documents and forms associated with immigration law, the Immigration & Nationality Act & the administrative system covering the practice of immigration law.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA2114 LEGAL WRITING AND DRAFTING (3)
This course concentrates on developing skills in the grammar, language, and format of legal documents. Emphasis is placed on drafting interoffice memoranda. Other documents drafted include business letters, briefs, and pleadings. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA2466 DEBTOR/CREDITOR RELATIONS (3)
This course provides an in-depth study of Debtor/Creditor law. Topics covered include collection of debts through court processes, post-judgment collection practices, bankruptcy law, landlord/tenant debt law, collection of debts based upon negotiable instruments, federal consumer collection acts, and foreclosure actions. Instructor's approval or
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA2612C ADVANCED TITLE SEARCH PROCEDURES (3)
The student will learn how to perform a closing from the inception to closing. They will become familiar with real estate documentation, an understanding of title insurance, homestead concepts, basic title examination, and transactions and procedures to prepare and close various real property transactions. The student will apply computer applications throughout the course using The Fund's ATID System to search title information to prepare closing documents and policies.
Prerequisite: PLA1610
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

PLA2940 LEGAL ASSISTING PRACTICUM (6)
This course is designed to apply the knowledge and skills developed in the required courses through practical work experience. The student will perform legal work for 180 hours under the supervision of an attorney. Program Coordinator's approval.
Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLS2600 WEED IDENTIFICATION AND CONTROL (3)
Identification and methods of control of terrestrial and aquatic weeds of Southern Florida commonly found in landscapes, field and container nurseries, and turfgrasses and aquatic areas. Calibration, use and preventative maintenance of pest control equipment will also be discussed. Two four hour lectures for 6 weeks.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

POR1120 BEGINNING PORTUGUESE I (4)
Fundamentals of speaking, understanding, reading, and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with POR1121. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

POR1121 BEGINNING PORTUGUESE II (4)
Continuation of POR1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

POS2041 NATIONAL GOVERNMENT (3)
Study of theory, principles, and institutions involved in the American National Government. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

POS2112 STATE AND LOCAL GOVERNMENT (3)
Study of the principles and institutions of American state and local government. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

POS2601 THE AMERICAN CONSTITUTION (3)
A study of the basic elements of the U.S. Constitution as they impact society and the individual. Emphasis is placed upon the document's theoretical, as well as, pragmatic applications.

Course is taught from perspectives which are primarily historical and cultural.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSC1121 PHYSICAL SCIENCES SURVEY (3)

A survey of physical sciences for the non-science major. An integrated approach is used to introduce topics in astronomy, chemistry, geology, meteorology and physics. It is recommended that students take the companion laboratory, PSC1191L. Three hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSC1191L PHYSICAL SCIENCES LABORATORY (1)

Experiments and exercises which supplement topics covered in PSC1121. Special fee is charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: PSC1121

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PSC1341 FUNDAMENTALS OF PHYSICS AND

CHEMISTRY

(6)
This course is designed for students in the Teacher Education Alliance. Major concepts and principles of physics and chemistry will be covered. Practical applications of the scientific method will be stressed. Hands on activities and demonstrations will be included. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSC1800 EARTH SCIENCE FOR TEACHERS (3)

Study of the earth sciences at an introductory level with emphasis on topics taught in primary and secondary schools. Earth sciences of the local region as well as their important influence on life and man's activities are discussed. This course is designed specifically for teachers. This course will not satisfy the general education requirements for the A.A. degree. Placement by Testing Department

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSY2012 GENERAL PSYCHOLOGY (3)

Scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Meets Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSY2012L GENERAL PSYCHOLOGY LAB (1)

This laboratory course parallels and supplements the instruction given in General Psychology (PSY2012). Illustrated in this course are a variety of experimental and behavioral activities that demonstrate the scientific basis of psychology.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 3.00

PSY2043 ADVANCED GENERAL PSYCHOLOGY (3)

The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior, how behavioral laws are found and used in the modification of behavior.

Prerequisite: PSY2012

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.00

PSY2905 INDEPENDENT STUDY IN PSYCHOLOGY (3)

Directed study course in the Behavioral Sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make

application for the course to the Head of the Behavioral Sciences Department via an Instructor.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSY2930 SPECIAL TOPICS: PSYCHOLOGY (3)

Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PSY2930 title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

QMB2100 QUANTITATIVE METHODS IN BUSINESS (3)

This course applies quantitative methods to business problems with emphasis on learning to select the appropriate problem solving method, applying the chosen method, and interpreting the solution. The use of quantitative methods in managerial decision making is a continuous focus of this course. Management problems are used and written managerial recommendations are required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1001 INTRODUCTION TO RADIATION THERAPY (3)

An introduction to the clinical institution and the radiation therapy department. Stresses the ethics of patient/oncologist/therapist relationship, nursing procedures, safety precautions necessary for therapy patients, and the keeping of records. 3 hrs. lec. Prerequisite: Program Admission.

Pre or Corequisite: RAT1614

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1021C INTRO TO RADIATION THERAPY CLINICAL (2)

A course designed to provide knowledge and hands-on instruction in the application of radiation therapy procedures with a detailed study of instrumentation prior to actual patient contact.

Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1111 RAT1111L

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT1111 RADIOGRAPHIC PROCESSES (2)

Provides the student with instruction on the principles of radiographic exposure, the processing of film and the positioning of patients for simulated procedures.

Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1021C RAT1111L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

RAT1111L RADIOGRAPHIC PROCESS LAB (1)

Laboratory experience exposing phantom body parts to x-radiation to allow therapy students to practice radiographic imaging and film processing techniques. Laboratory accompanies RAT1111 lecture.

Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1021C RAT1111

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT1614 INTRO RADIATION THERAPY PHYSICS (3)

Introduction to the fundamentals of physics involved in the production of x-radiation to include: mathematics, electricity, electro-magnetism, x-ray interactions and the radiographic tube.

Pre or Corequisite: RAT1001

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1651 INTRODUCTION TO DOSIMETRY (2)

A study of the skills necessary to develop as a dosimetrist in the clinical setting. Prerequisites: Program Admission.

Pre or Corequisite: RAT1652 RAT1655 RAT1655L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1652 ADVANCED DOSIMETRY I (3)
The study of patient dosimetry for radiation therapy including planning techniques for external beam and brachytherapy.
Prerequisites: Program Admission.
Pre or Corequisite: RAT1653 RAT1655 RAT1655L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1653 TREATMENT ACCESSORIES, FABICATION, LOCALIZATION, AND SIMULATION (2)
A study of fabrication of treatment accessories, tumor localization and simulation. Prerequisite: Program Admission.
Pre or Corequisite: RAT1651 RAT1652 RAT1655
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1654 ADVANCED DOSIMETRY II (3)
A continuation of the study of dose calculations including the combination of multiple modalities of treatment methodology with emphasis on comparison of treatment techniques for selected anatomical sites.
Prerequisite: RAT1651 RAT1655 RAT1942
Pre or Corequisite: RAT1656 RAT1659 RAT1902C
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1655 MEDICAL PHYSICS AND INSTRUMENTATION (2)
A review and in-depth presentation of radiation physics including but not limited to matter, energy, and radiation, principles of x-ray and radioactivity, interaction of x and gamma rays. Radiation protection to include state and federal regulations. An introduction to various radiation detection instrumentation. Prerequisite: Program Admission.
Pre or Corequisite: RAT1651 RAT1652 RAT1655L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1655L MEDICAL PHYSICS AND INSTRUMENTATION (1)
A course designed to provide hands-on instruction in radiation detection instrumentation. Prerequisites: Program Admission.
Pre or Corequisite: RAT1652 RAT1653 RAT1655
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

RAT1656 PHYSICS AND BASIC BIOMEDICAL ELECTRONICS (2)
A continuation of the study of radiation physics with emphasis on the modern radiation therapy treatment modalities, external and brachytherapy. Basic principles of medical electronics to include instrument trouble-shooting and electrical safety in the patient care environment.
Prerequisite: RAT1651 RAT1655 RAT1942
Pre or Corequisite: RAT1654 RAT1659 RAT1902C
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1659 ADVANCED QUALITY ASSURANCE (2)
An in-depth study of the rationale, principles and the methods of quality assurance as they relate to radiation therapy.
Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1656 RAT1902C
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1804 CLINIC EDUCATION I (3)
Patient treatment competencies are assigned under the direct supervision of a registered radiation therapist. Complexity is commensurate with level of education.
Prerequisite: RAT1021C RAT1111 RAT1111L
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 22.50

RAT1902C COMPUTER TREATMENT PLANNING LAB (3)
A study of the computers utilized in radiation therapy treatment planning and the generation of computerized treatment plans.
Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1656 RAT1659
Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

RAT1942 CLINIC EDUCATION I (3)
Under the direct supervision of the medical Dosimetrist and/or Medical Physicist, the student participates in medical dosimetry

practices in a local radiation therapy department. This will encompass basic treatment planning, simulation, and quality assurance. Prerequisite: Program Admission.
Pre or Corequisite: RAT1652 RAT1653 RAT1655
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 52.45

RAT1944 CLINIC EDUCATION II (3)
Under the direct supervision of the Medical Dosimetrist and/or Medical Physicist the student participates in medical dosimetry practices in a local Radiation Therapy Department. This will improve on the skills developed in Clinic I in the area of treatment planning, simulation, and quality assurance.
Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1659 RAT1902C
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 150.95

RAT1946 CLINIC EDUCATION III (5)
Under the direct supervision of the Medical Dosimetrist and/or Medical Physicist, the student participates in medical dosimetry practices in a local radiation therapy department. This is the most advanced clinical education and successful completion of this course will ensure that the student is competent upon graduation to assume all of the responsibilities required of a medical dosimetrist.
Prerequisite: RAT1654 RAT1902C RAT1944
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 640 Fees = 52.45

RAT2021 PRINCIPLES OF RADIATION THERAPY I (3)
An introduction to the principles of radiation therapy and radiation protection providing the student with basic concepts to prepare him/her for clinical education.
Prerequisite: Program Admission.
Pre or Corequisite: RAT2023 RAT2617 RAT2814
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2022 PRINCIPLES OF RADIATION THERAPY II (3)
A continuation of the fundamentals of technologic applications in simulation and patient treatment.
Prerequisite: RAT2021 RAT2023 RAT2617
Pre or Corequisite: RAT2241 RAT2618 RAT2619
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2023 RADIATION ONCOLOGY (3)
A study of the fundamentals of clinical radiation oncology stressing the following: etiology, epidemiology, histopathology, symptoms, diagnosis, staging, prognosis and the therapeutic aim of malignant conditions.
Prerequisite: Program Admission.
Pre or Corequisite: RAT2021 RAT2617 RAT2814
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2240 RADIATION PATHOLOGY (3)
An introduction to the concept of disease and general pathology. The types of growth, causative factors and biological behavior of neoplastic diseases are stressed. Pharmacology with emphasis on the radiation therapy patient is included in this course.
Pre or Corequisite: RAT2021 RAT2023 RAT2617
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2241 RADIOBIOLOGY (2)
A study of the sequence of events following the absorption of energy from ionizing radiation. Factors influencing radiation effects, tissue sensitivity, tolerance, and clinical applications are considered.
Prerequisite: RAT2021 RAT2240 RAT2617
Pre or Corequisite: RAT2022 RAT2618 RAT2619
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2617 ADVANCED RADIATION THERAPY PHYSICS (3)
The fundamentals of x-ray, gamma, and corpuscular radiation as applied to radiation therapy. Teletherapy units and nuclear reactors are also covered in this course.
Pre or Corequisite: RAT2021 RAT2023 RAT2814
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2618 ADVANCED RADIATION PHYSICS II (3)
Advanced physics of ionizing radiation including measurements, dosages, absorption, isodose curves, filters, radioactive materials treatment planning, properties of radionuclides, radiation safety and health physics.
Pre or Corequisite: RAT2021 RAT2022 RAT2023 RAT2241 RAT2617
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2619 DOSIMETRY AND COMPUTER TREATMENT PLANNING (2)
The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed.
Prerequisite: RAT2022 RAT2241 RAT2618 RAT2657 RAT2824 Corequisite: RAT2619L
Pre or Corequisite: RAT2834
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2619L DOSIMETRY AND COMPUTER TREATMENT PLANNING (1)
Introduction to computer application in treatment planning in brachytherapy and external beam treatments.
Prerequisite: RAT2022 RAT2241 RAT2618 RAT2657 RAT2824 Corequisite: RAT2619
Pre or Corequisite: RAT2834
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT2657 QUALITY ASSURANCE AND PHARMACOLOGY (3)
Will present an in-depth study of the principles and concepts of quality assurance and pharmacology to include the history, theory, biological effects and their relationship to oncology.
Prerequisite: RAT2021 RAT2023 RAT2617
Pre or Corequisite: RAT2022 RAT2241 RAT2618
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2814 CLINIC EDUCATION (3)
Patient treatment competency assignments are continued in clinic. The student's responsibilities increase as more complex competencies in patient treatment are mastered.
Prerequisite: Program Admission.
Pre or Corequisite: RAT2021 RAT2023 RAT2617
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 31.45

RAT2824 CLINIC EDUCATION (3)
Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist. Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapy technologist.
Prerequisite: RAT2021 RAT2023 RAT2617
Pre or Corequisite: RAT2241 RAT2618 RAT2619
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 31.45

RAT2834 CLINIC EDUCATION (5)
The most advanced clinical education as evidenced by the level of competency of the student upon completion of clinic RAT2824. Successful completion of this course will ensure that the student is competent upon graduation to assume all of the responsibilities required of a Registered Radiation Therapy Technologist.
Prerequisite: RAT2241 RAT2618
Pre or Corequisite: RAT2619 RAT2619L
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 512 Fees = 31.45

REA0001C COLLEGE PREPARATORY READING I (4)
This course teaches basic reading skills, vocabulary, word recognition skills, and work-study skills. Placement in REA0001C is determined by CPT test scores. An EAP0320 student must have an A, B, or C in EAP0320 and have taken the CPT reading test to place into REA0001C. Corequisite: ENC0010 is recommended.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

REA0006C COLLEGE PREPARATORY READING II (4)
Teaches basic reading and study skills to prepare students for college course work. Recommended Corequisite: ENC0085 or ENC0021. An EAP0320 student must have an A, B, or C in EAP0320 and have taken the CPT reading test to place into REA0006C. Special fee charged. Prerequisite: Completion of REA0001C with a grade of "C" or higher or placement by assessment test or department recommendation.
Prerequisite: REA0001C
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

REA1105 COLLEGE READING STRATEGIES (3)
Teaches efficient reading abilities, comprehension, vocabulary, speed, study techniques, and reading skills necessary to conduct investigative research. REA1105 includes all CLAST skills.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

REA1205 ADVANCED COLLEGE READING II (3)
Increases speed, improves analytical, inferential, and critical reading abilities, and teaches advanced study techniques. Special fee charged. Placement by scoring a minimum of 40th percentile on a national college reading test or instructor approval or
Prerequisite: REA1105
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

REE1040 FLORIDA REAL ESTATE COMMISSION I (4)
The Real Estate Commission Course I. It provides an introduction to the basic principles and theories of real property, its economic value, and the legal aspects of real estate law affecting salespersons. Successful completion qualifies a candidate to apply for the State of Florida Salesperson's License Exam.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

REE1210 REAL ESTATE FINANCE (3)
This course covers the basics of real estate lending with an emphasis on commercial property. Topics covered include legal issues in real estate lending, risk, appraising income property, and financing of different types of commercial properties.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL1210 OLD TESTAMENT HISTORY (3)
Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL1240 NEW TESTAMENT HISTORY (3)
A study of the social, historical, cultural, and religious environment of the New Testament as well as of the dynamics of the beginnings and spread of the Christian Faith during the First Century A.D. and into the Second Century A.D.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL2000 INTRODUCTION TO THE STUDY OF RELIGION (3)
An introduction to the study of religion as an academic discipline. The focus of the course is religion, not religions; an attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena. Meets Area 2G general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL2300 WORLD RELIGIONS (3)
Primarily an ideological examination of the world's most popular religions. Meets Areas 2G and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL2930 SPECIAL TOPICS: RELIGION (3)
 Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the REL2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1026 RESPIRATORY THERAPY EQUIPMENT (3)
 This course reviews all of the normally used respiratory therapy equipment except that used for artificial mechanical ventilation or diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, cleaning and sterilization techniques and airway management. Term I.
 Prerequisite: BSC1085 CHM1033 MAT1033
 Pre or Corequisite: RET1026L
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1026L RESPIRATORY THERAPY EQUIPMENT LAB (1)
 This course allows the student to work with and master the manipulative skills required to utilize respiratory therapy equipment. Emphasis is on oxygen, humidity and aerosol therapy, and airway management.
 Prerequisite: BSC1085 CHM1033 MAT1033
 Pre or Corequisite: RET1026
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

RET1264 MECHANICAL VENTILATION (3)
 This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP, and PEEP. The principles and operation of all commonly used ventilators are emphasized.
 Prerequisite: RET1026 RET1026L RET1485
 Pre or Corequisite: RET1264L RET1484 RET1832L
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1264L MECHANICAL VENTILATION LAB (1)
 This course allows the student to work with and master the skills required to manage those ventilators commonly used for life support systems and for therapeutic modalities.
 Prerequisite: RET1026 RET1026L RET1485
 Pre or Corequisite: RET1264 RET1484 RET1832L
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

RET1484 CARDIO PULMONARY PATHOPHYSIOLOGY (3)
 This course is designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are mechanisms of altered lung structure airway caliber, neurogenic control and pulmonary vascular function.
 Prerequisite: RET1026 RET1026L RET1485
 Pre or Corequisite: CVT1200 RET1264 RET1264L RET1832L
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1485 RESPIRATORY PHYSIOLOGY (3)
 This course is an in-depth study of the anatomy of the cardiopulmonary system, and a review of the physiology of respiration including ventilation mechanics and control, internal and external respiration, gas exchange, and acid base balance.
 Prerequisite: BSC1085, CHM1033, MAT1033, or MTB1310.
 Corequisite: RET1026, RET1026L, 3 hrs. Lec. Term I.
 Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1832L RESPIRATORY THERAPY CLINIC I (3)
 In this first clinical course, the students are oriented to, and work at, tasks of a non-critical nature. Included are oxygen and aerosol administration, chest physiotherapy, IPPB administration, and incentive spirometry. Special fee is charged.
 Prerequisite: RET1026 RET1026L RET1485
 Pre or Corequisite: CVT1200 RET1264 RET1484
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 24.95

RET1833L RESPIRATORY THERAPY CLINIC II (3)
 This clinic course represents continuation of the activities in Clinic I. By the end of this term the student must have mastered all non-critical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Special fee is charged.
 Prerequisite: CVT1200 RET1264 RET1484 RET1832L
 Pre or Corequisite: RET2418
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 21.95

RET2286 MANAGEMENT OF THE INTENSIVE CARE PATIENT (2)
 This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and therapy. Additional topics are the management of arrest, of shock, and airway care of the post-op heart patient and labile blood pressures.
 Prerequisite: RET2503 RET2714 RET2834L
 Pre or Corequisite: RET2601 RET2835L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2414 RESPIRATORY THERAPY PULMONARY FUNCTION (1)
 RET2414 pulmonary function: refined techniques in spirometry gas analysis, and theory of arterial blood gas analysis are discussed. Mass screening and other techniques in diagnosis of respiratory disease are given.
 Prerequisite: RET1485
 Pre or Corequisite: RET2414L
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2414L PULMONARY FUNCTION LAB (1)
 This course provides the opportunity to practice the techniques used for spirometric determination of lung volumes and flow rates and the basic principles of cardiopulmonary stress testing.
 Prerequisite: RET1485
 Pre or Corequisite: RET2414
 Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RET2418 CARDIOPULMONARY DIAGNOSTICS AND TECHNIQUES (2)
 This course examines cardiac anatomy, physiology, and diseases. Diagnostic procedures include EKG's cardiac catheterization, cvp, swanganz and arterial lines, shunt and cardiac output determination. Drug and other therapeutic regimen are discussed.
 Prerequisite: CVT1200 RET1485 RET1832L
 Pre or Corequisite: RET1833L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2503 ADVANCED CARDIOPULMONARY PATHOPHYSIOLOGY (2)
 An in-depth examination of the most commonly encountered cardiopulmonary diseases from the physicians clinical perspective. Emphasized are pathology, physical examination, diagnosis and clinical management.
 Prerequisite: RET1833L RET2418
 Pre or Corequisite: RET2414 RET2714 RET2834L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2601 RESPIRATORY THERAPY MANAGEMENT (1)
 This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the student to assume his rightful role within the health delivery system and enable him to adjust to the dynamics of the system in positive ways that will ensure his or her growth and success.
 Prerequisite: RET2503 RET2714 RET2834L
 Pre or Corequisite: RET2286 RET2835L
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2714 PEDIATRIC AND NEONATAL RESPIRATORY CARE (3)

This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and techniques used in monitoring and maintaining the infant patient.

Prerequisite: RET1833L RET2418

Pre or Corequisite: RET2414 RET2503 RET2834L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2834L RESPIRATORY THERAPY CLINIC III (3)

This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee is charged.

Prerequisite: RET1833L RET2418

Pre or Corequisite: RET2414 RET2503 RET2714

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 21.95

RET2835L RESPIRATORY THERAPY CLINIC IV (3)

This is a continuation of the activities in Clinic III. The student's responsibility will increase as his clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Special fee is charged.

Prerequisite: RET2414 RET2503 RET2834L

Pre or Corequisite: RET2286 RET2601

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 21.95

RET2934 SELECTED TOPICS IN RESPIRATORY CARE (1)

This course is designed as a review for Respiratory Care credential examinations and to examine new technologic and therapeutic changes in the Respiratory Care management of patients in critical care.

Pre or Corequisite: RET2503 RET2834L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1000 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (3)

The organization and operation of a radiology department; radiologic procedures to include radiation protection, darkroom technique, basic exposure factors, films and film holders, and professional development.

Prerequisite: Program Admission.

Pre or Corequisite: RTE1111 RTE1503 RTE1804

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1111 NURSING PROCEDURES RADIOLOGIC TECHNOLOGY (2)

Nursing procedures and patient care issues, as related to diagnostic procedures in radiologic technology. Topics include: legal ethics, infection control, basic patient care, body mechanics, medical emergencies, patients with special needs, pharmacology and drug administration.

Pre or Corequisite: RTE1000 RTE1503 RTE1804

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1418 PRINCIPLES OF IMAGING I (2)

A study of the production and properties of X-radiation, primary exposure factors as they relate to the formulation of radiographic technique, the properties and characteristics of films/film holders and the primary factors of radiographic quality.

Prerequisite: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1513 RTE1613 RTE1814

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1418L PRINCIPLES OF IMAGING I LAB (1)

Practical application of theory taught in RTE1418. Students perform laboratory experiments to demonstrate concepts taught in lecture.

Prerequisite: RTE1000 RTE1111 RTE1804

Pre or Corequisite: RTE1513 RTE1613 RTE1814

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RTE1503 RADIOGRAPHIC ANATOMY AND POSITIONING I (3)

Anatomy and radiographic techniques related to the chest, abdomen, upper and lower gastrointestinal tract, biliary, and urinary systems. Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1503L RADIOGRAPHIC ANATOMY AND POSITIONING I LAB (1)

Practical application of theory taught in RTE1503 class. Students practice techniques relating to radiography of the chest, abdomen, upper and lower gastrointestinal tracts, biliary, and urinary systems. Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

RTE1513 RADIOGRAPHIC ANATOMY AND POSITIONING II (3)

The principles of radiographic anatomy and positioning related to the upper and lower extremities including the shoulder and pelvic girdle and the spine to include sacrum and coccyx. Student will learn anatomy of the body parts and the radiographic positions/projections routinely employed in the imaging of these parts.

Prerequisite: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1418 RTE1513L RTE1613

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1513L RADIOGRAPHIC ANATOMY AND POSITIONING II LAB (1)

Laboratory course content parallels the material taught in the lecture portion (RTE1513) which must be taken concurrently with this lab. Course content will include the same topics covered in lecture, i.e., the upper and lower extremity, including shoulder and pelvic girdle and the vertebral column to include sacrum, coccyx and trauma/mobil radiography.

Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804

Pre or Corequisite: RTE1418 RTE1418L RTE1513

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

RTE1561 NON-ROUTINE PROCEDURES (1)

The principles of Radiographics Anatomy related to the vascular system, central nervous system, respiratory system, reproductive system and joints. The contrast media employed for each procedure will be studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied.

Prerequisite: RTE2385 RTE2457 RTE2457L

Pre or Corequisite: RTE2854

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1613 RADIOGRAPHIC PHYSICS I (2)

Introduction to the fundamentals of physics involved in the operation of radiographic equipment to include: units of measurement, matter, energy, mechanics, magnetism, electrostatics, and electrodynamics.

Prerequisite: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1418 RTE1513 RTE1814

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

RTE1804 CLINICAL EDUCATION I (2)

Provides the student with clinical experience in the hospital and involves the application of the theory covered in lecture. Also includes darkroom practice, principles of radiology and film critique. Meets 16 hours per week. Term I Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 46.95

RTE1814 CLINICAL EDUCATION II (2)

Continuation of RTE1804 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on upper and lower

extremities, fluoroscopic procedures and film critique. Meets 16 hours per week. Term II.

Prerequisite: RTE1111 RTE1503 RTE1804

Pre or Corequisite: RTE1418 RTE1513 RTE1613

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 46.95

RTE1824 CLINICAL EDUCATION III (2)

A continuation of RTE1814 with students performing radiographic examinations under direct supervision. Emphasis is placed on the spine, thorax, and film critique. Students will begin to perform procedures unassisted. Meets 32 hours per week for 12 weeks. Term III, Year I.

Prerequisite: RTE1418 RTE1513 RTE1814

Pre or Corequisite: RTE1932C

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

RTE1932C SPECIAL TOPICS (1)

Designed to prepare the student with the necessary knowledge and skills to perform in specialized areas that include: venipuncture and electrocardiography.

Prerequisite: RTE1513 RTE1513L RTE1613 RTE1814

Pre or Corequisite: RTE1824

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

RTE2385 RADIATION BIOLOGY AND PROTECTION (2)

Study of the biological effects associated with exposure to ionizing radiation and the accepted radiation protection principles and practices. Topics will include radiation sources, radiation/matter interaction modes, cellular, tissue and total body biological response patterns, radiation detection and measurement and Federal and State radiation protection guidelines relating to equipment and personnel.

Prerequisite: RTE2523 RTE2523L RTE2623

Pre or Corequisite: RTE2457 RTE2457L RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

RTE2457 PRINCIPLES OF IMAGING II (2)

A study of the factors that affect radiographic quality, solving technique problems and developing technique charts.

Prerequisite: RTE2523 RTE2523L RTE2623

Pre or Corequisite: RTE2385 RTE2457L RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2457L PRINCIPLES OF IMAGING II LAB (1)

Practical application of theory taught in RTE2457 class. Students perform laboratory experiments to demonstrate factors affecting radiographic quality.

Prerequisite: RTE2523 RTE2623 RTE2834

Pre or Corequisite: RTE2385 RTE2457 RTE2844

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RTE2473 RADIOGRAPHIC QUALITY ASSURANCE (2)

Practices and procedures related to radiographic quality assurance and quality control.

Prerequisite: RTE2523 RTE2623 RTE2782

Pre or Corequisite: RTE2385 RTE2457 RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

RTE2523 RADIOGRAPHIC ANATOMY AND POSITIONING III (3)

The principles of anatomy and positioning related to the skull to include facial bones, sinuses and mastoids; thorax to include ribs and sternum; mammary glands; trauma, pediatric and mobile radiography.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523L RTE2623 RTE2782 RTE2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2523L RADIOGRAPHIC ANATOMY AND POSITIONING III LAB (1)

Practical application of the theory taught in RTE2523. Students practice positioning of the cranium and facial area, bony thorax to include ribs and sternum and trauma and pediatric

radiography.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523 RTE2623 RTE2782 RTE2834

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RTE2563 ADVANCED VASCULAR/INTERVENTIONAL RADIOGRAPHY (3)

Provides advanced study into vascular/cardiovascular/interventional procedures for the special procedures radiographer. This course will provide an overall review of current and future vascular, as well as nonvascular intervention being performed to this date. Emphasis will be on diagnostic and therapeutic procedures and their application in a clinical setting.

Prerequisite: graduation from an accredited radiography program.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

RTE2573 SURVEY OF IMAGING MODALITIES (1)

A study of the imaging modalities which exist in conjunction with the radiology department to include nuclear medicine, diagnostic medical, sonography, C.T. scanning, radiation therapy, and magnetic resonance imaging.

Prerequisite: RTE2523 RTE2782 RTE2834

Pre or Corequisite: RTE2457 RTE2473 RTE2844

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2575 INTRODUCTION TO MAGNETIC RESONANCE (3)

A study of the clinical applications and principles of Magnetic Resonance Imaging. Basic MR physics, history, hardware, safety, and important aspects of the MR exam are among the topics covered to introduce the student to the MR Imaging Technology profession. Prerequisites: Graduation from a two year allied health program.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

RTE2623 RADIOLOGIC EQUIPMENT (3)

A study of the physical basis of operation of radiographic equipment. Emphasis includes x-ray equipment circuitry and components, x-ray tubes, image intensifiers, TV monitors and video recorders, serial film changers, multi-phasic generators, conventional and digital image subtraction equipment, digital equipment, non-film imaging equipment, accessory equipment and x-ray production and interaction process processes.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 10.00

RTE2782 RADIOGRAPHIC PATHOLOGY (2)

An introduction to the study of human disease and the radiographic appearances of specific diseases. Topics will include: Pathogenesis, disease classification systems, and the study of specific diseases of the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic, endocrine and reproductive systems with radiologic imaging considerations.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523 RTE2523L RTE2623 RTE2834

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2834 CLINICAL EDUCATION IV (3)

A continuation of RTE1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on radiography of the skull. The student is expected to work with indirect supervision. Meets 24 hours per week, includes film critique.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523 RTE2623 RTE2782

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

RTE2844 CLINICAL EDUCATION V (3)

A continuation of RTE2834 with students perfecting positioning skills and learning to work independently. Emphasis is placed on completing clinical competencies. Includes film critique.

Meets 24 hours per week.

Prerequisite: RTE2523 RTE2782 RTE2834

Pre or Corequisite: RTE2385 RTE2457 RTE2457L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

RTE2854 CLINICAL EDUCATION VI (1)
A continuation of RTE2844 with students practicing skills independently. Includes rotation through the specialty areas of C.T., nuclear medicine, radiation therapy and ultrasound. Students use this clinical as their elective time and selectively choose an area of specialization. Term III, Session 2 (6 weeks).

Prerequisite: RTE2457 RTE2844

Pre or Corequisite: RTE1581

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 144 Fees = 46.95

RTV2000 INTRODUCTION TO RADIO AND TELEVISION (3)
An introduction to the broadcast media through which the students should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

RTV2102 BROADCAST WRITING (3)
Designed to give students an opportunity to learn the style of presentation for different types of media/broadcast scripts. The course will emphasize practical broadcast writing skills, radio and television copy techniques and forms of commercial copy, as well as learning the special rules and regulations governing the presentation of materials "over the air." Instructor's approval or

Prerequisite: ENC1101 ENC1102

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTV2241C TELEVISION PRODUCTION I (3)
In this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on studio production. There is a requirement of two hours of television laboratory production per week. Completion of RTV2000 recommended prior to taking this course.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

RTV2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RUS1120 BEGINNING RUSSIAN I (4)
Fundamentals of speaking, understanding, reading and writing Classroom practice and exercises supplemented by language laboratory. Meets Area 8 general education requirements for the A.A. degree.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

RUS1121 BEGINNING RUSSIAN II (4)
Continuation of RUS1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: RUS1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SLS1261 LEADERSHIP (3)
The purpose of this course is to provide effective leadership skills for student leaders to help them develop an ethical, value grounded leadership style for future educational, organizational and community leadership roles.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SLS1301 CAREER PLANNING WORKSHOP (2)

This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics (including values, interests, abilities, goals, strengths, etc.).

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SLS1341 EMPLOYABILITY SKILLS (1)

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SLS1501 COLLEGE SUCCESS SKILLS (1)

This course is designed for first semester freshman students. It serves as an introduction to Broward Community College and assists beginning students in coping with challenges of college life, clarifying their goals and learning strategies and skills that will help them succeed in college and life.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1100 PRINCIPLES AND PROTOCOLS OF SONOGRAPHY (3)

An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis.

Prerequisite: Program Admission.

Pre or Corequisite: SON1170

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1111 ABDOMINAL SONOGRAPHY I (3)

An introduction to the cross-sectional anatomy of the abdominal area and its recognition on sonographic visualization systems.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1121 SON1211 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1112 ABDOMINAL SONOGRAPHY II (3)

An in-depth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

Prerequisite: SON1111 SON1121 SON1211

Pre or Corequisite: SON1122 SON1212 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1121 SONOGRAPHIC OB/GYN I (3)

An introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1211 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1122 SONOGRAPHIC OB/GYN II (3)

The detection of anomalies, pathology, deviation from normal and the planes which must be sonographically imaged for accurate diagnosis is stressed.

Prerequisite: SON1111 SON1121 SON1211

Pre or Corequisite: SON1112 SON1212 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1141 SMALL PARTS SONOGRAPHY (3)

A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures.

Prerequisite: SON1112 SON1122 SON1212

Pre or Corequisite: SON1824

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1170 SONOGRAPHY OF THE CIRCULATORY SYSTEMS (2)

An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures. Prerequisite: Program Admission.

Pre or Corequisite: SON1100

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1211 MEDICAL SONOGRAPHIC PHYSICS I (3)

A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced along with system resolution considerations.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1212 MEDICAL SONOGRAPHIC PHYSICS II (3)

A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed, and evaluated.

Prerequisite: SON1111 SON1121 SON1211

Pre or Corequisite: SON1112 SON1122 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1214 PRACTICAL ASPECTS OF SONOGRAPHY I (3)

A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1211

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1215 PRACTICAL ASPECTS OF SONOGRAPHY II (3)

Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process.

Prerequisite: SON1111 SON1211 SON1214

Pre or Corequisite: SON1112 SON1212 SON1814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1804 CLINIC A (3)

Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1211

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

SON1814 CLINIC B (3)

A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised. 24 Hr. clinical per week. Term II.

Prerequisite: SON1111 SON1211 SON1804

Pre or Corequisite: SON1112 SON1122 SON1212

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

SON1824 CLINIC C (4)

Application of all the material presented requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point

where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams.

Prerequisite: SON1112 SON1122 SON1814

Pre or Corequisite: SON1141

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 46.95

SON2161 NEONATAL NEUROSONOLOGY (2)

An introduction to the sonographic imaging of the neonatal and infant brain. Emphasis is placed on normal brain anatomy, congenital and acquired pathological conditions, as well as sonographic scanning techniques.

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2401 SON2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON2171 VASCULAR SONOGRAPHY (3)

Venous and arterial anatomy and hemodynamic functions, both normal and abnormal are stressed. Sonographic imaging techniques for vascular structures and Doppler spectral analysis of normal and pathological patterns are also studied.

Prerequisites: A.R.D.M.S.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2175 VASCULAR SONOGRAPHY II (3)

Arterial anatomy below the neck and head, and it's hemodynamic functions, both normal and abnormal, are stressed, along with sonographic imaging techniques for arterial vascular structures, non-imaging testing modalities, and Doppler analysis of normal and abnormal flow patterns.

Prerequisite: SON2174

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2176 VASCULAR SONOGRAPHY III (3)

Venous and arterial anatomy and hemodynamic functions of the circulatory system of the neck and head, both normal and abnormal, are stressed, along with sonographic imaging techniques for vascular structures and Doppler analysis of normal and abnormal flow patterns. An understanding of the process of test validation and interpretation of test results will be covered.

Prerequisite: SON2175

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2400 SONOGRAPHY OF HEART/CHEST I (3)

Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal versus abnormal. Prerequisites: Program Admission or Permission by Program Manager and

Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SON2401 SONOGRAPHY OF HEART/CHEST II (3)

An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and the chest stressing its capabilities and its limitations. 3 hrs. wk., Term II

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2161 SON2844

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SON2834 CLINIC D (3)

A course designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on specialty of echocardiography with clinical application of classroom material presented. To continue to make judgement decisions regarding the technical aspects of diagnostic sonographic exams.

Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2400

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 258 Fees = 46.95

SON2844 CLINIC E (3)

Application of all the materials presented requiring the student to interact in a professional manner, to make judgement decisions regarding the technical aspects, and to generally

progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained, emphasizing echocardiography and cardiovascular examination techniques. Clinical application of classroom material presented.

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2161 SON2041

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 258 Fees = 46.95

SOP2002 SOCIAL PSYCHOLOGY (3)

This course provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include human nature, psychological development, sex role identification love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SOS1102 SOILS AND FERTILIZERS (3)

The study of the complex problems involved in the use of existing soils and growing media in South Florida for commercial production of ornamental plants and turf. Fertilizer programs and formulations will be discussed thoroughly.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SOS2242C WETLANDS MANAGEMENT I (3)

This course provides the background to define a wetland using indigenous plant forms, aquatic conditions, geology and applicable laws and regulations. The strategies and techniques needed to maintain natural habitats are outlined. Course consists of classroom and extensive field work. Completion of any of the horticultural biology, zoology, or native plant courses would be helpful and is suggested.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

SOS2243C WETLANDS MANAGEMENT II (3)

This course provides the background needed to design, implement, monitor and maintain a functional wetland, both fresh water and coastal, in South Florida. Course consists of classroom and extensive field work.

Prerequisite: SOS2242C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

SOW2020 INTRODUCTION TO SOCIAL WELFARE (3)

This is a beginning course in the behavioral science based field of social work. It aims at introducing the student to the historical, political policy and methodological systems that have interacted to produce the institutions of welfare services and the profession of social work.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SOW2054 SOCIAL SERVICE FIELD EXPERIENCE I (3)

A survey and orientation to organization, and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities can include volunteer participation in an agency or a supervised review of an agency in which a person is employed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPA1612 AMERICAN SIGN LANGUAGE I (4)

Upon completion of this course students will have acquired American Sign Language vocabulary totaling approximately 500 concepts, linguistic principles of ASL and information related to deafness and deaf culture. Students should check individual university program requirements for transferability. On Demand.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPA1613 AMERICAN SIGN LANGUAGE II (4)

Upon completion to this course, students will have acquired American Sign Language vocabulary totaling approximately 500 concepts, intermediate level linguistic principles of ASL and information related to deafness and deaf culture. Content builds upon the foundation laid in SPA1612. After completing SPA1612 and 1613, students should have a receptive and expressive sign vocabulary of approximately 1000 concepts. Students should check individual university program requirements for transferability. On Demand.

Prerequisite: SPA1612

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPA2001 INTRODUCTION TO SPEECH DISORDERS (3)

Upon the completion of this course the student should have an understanding of the types, causes, and therapeutic methods relative to prime speech disorders with emphasis on pre-school and elementary school populations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPA2614 AMERICAN SIGN LANGUAGE III (4)

Upon completion of this course, students will have acquired American sign language vocabulary totaling approximately 500 concepts and intermediate to advanced level linguistic principles of ASL, including fingerspelling. Use of the signing space to set up person, objects, place and time will be stressed. Information on the cultural and communication aspects of ASL will also be covered. Content builds upon the foundation established in SPA1612 and SPA1613. After completing the three courses, students should have a receptive and expressive sign vocabulary of approximately 1500 concepts. Students are strongly advised to check with the college or university of their choice for acceptance of these credits to fulfill their entrance and/or exit language requirements. Meets Areas 5, 7 and 8 A.A. degree general education.

Prerequisite: SPA1613

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPA2615 AMERICAN SIGN LANGUAGE IV (4)

Upon completion of this course, students will have acquired ASL vocabulary totaling approximately 500 concepts. Conceptual accuracy in sign choices will be stressed. Advanced level linguistic principles will be covered including the linguistic and semantic differences between ASL and English. The course will emphasize receptive understanding of ASL through the study of native deaf signers. Indirect discourse for recounting stories will be emphasized. Content builds upon the foundation established in the three previous courses in ASL. After completing the four courses, students should have a receptive and expressive sign vocabulary of approximately 2000 concepts. Students are strongly advised to check with the college or university of their choice for acceptance of these credits to fulfill their entrance and or exit language requirements.

Prerequisite: SPA2614

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPC0252 PLAY PRODUCTION (3)

A course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, make-up, organization and management of the educational theatre.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

SPC0255 ACTING (3)

The techniques of acting, including expressive use of the body and voice in characterization. Exercises from various types of plays for business, movement, pacing, emotional expression, creation and projection of character.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

SPC1024 INTRODUCTION TO SPEECH COMMUNICATION

(3)
This course is designed to provide students with the fundamentals of speech communication including speaking and listening. Topics include: intrapersonal, interpersonal, verbal, nonverbal, small group communication, and public speaking in various cultural contexts. Meets Areas 1C, 7, and 8 general education requirements for the A.A. degree. Meets Area 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1050 VOICE AND DICTION

(3)
Through observation, study and practice, the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and improvement of individual voice and diction.
Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

SPC1420 INTRODUCTION TO GROUP TECHNIQUES

(3)
Upon completion of this course, the student will have acquired communication skills that will enable him or her to function more effectively in various group settings utilizing group discussions and conference techniques to resolve social, business and professional problems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1511 ARGUMENTATION AND DEBATE

(3)
The student, upon completion of this course, should achieve proficiency in the principles of argumentation including analysis, evidence, inference, and refutation as they pertain to the debate situation in democratic society.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1600 INTRODUCTION TO PUBLIC SPEAKING

(3)
This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. Meets Areas 1C, 7, and 8 general education requirements for the A.A. degree. Meets Area 5 general education requirements for the A.S. degree.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC2300 INTRODUCTION TO INTERPERSONAL COMMUNICATION

(3)
Upon completion of this course, the student should demonstrate an understanding of the basic concepts of interpersonal communication with emphasis on perception, self-awareness, dyadic communication, small group communication, and communication conflict.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC2330 NONVERBAL COMMUNICATION

(3)
This course explores the various facets of nonverbal communication. The following nonverbal cues will be emphasized: movement, space, distance, physical characteristics, dress, object language, eye contact, signs, paralanguage, and environmental cues. The focus of the course will be the role that these cues play on communication.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN0105 ELEMENTARY SPANISH

(3)
The instruction of planned to enable the student to read ordinary Spanish prose on sight. A careful study is made of the essentials grammar and syntax, together with simple composition. Attention is paid to correct pronunciation and to the understanding of simple, spoken Spanish. Student is expected to continue sequence.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN1000 ELEMENTARY SPANISH CONVERSATION

(3)
A custom made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish speaking people. One hour

language laboratory weekly. Special fee charged. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN1120 BEGINNING SPANISH I

(4)
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with SPN1121. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN1121 BEGINNING SPANISH II

(4)
Continuation of SPN1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.
Prerequisite: SPN1120
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN1170 SPANISH STUDY TRAVEL

(3)
A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish speaking region. Prerequisite: SPN1100 or SPN1000 or instructor's approval. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2200 INTERMEDIATE SPANISH I

(4)
Review of the most essential grammatical structures with an introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversation at an easy and enjoyable pace. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Special fee charged.
Prerequisite: SPN1121
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN2201 INTERMEDIATE SPANISH II

(3)
Emphasis on composition, comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. This course completes intermediate year. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Prerequisite: SPN2200
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2240 INTERMEDIATE SPANISH CONVERSATION

(3)
Course may be taken in conjunction with SPN2200 or SPN2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 2201 course would allow. Meets Area 8 general education requirements for the A.A. degree.
Prerequisite: SPN1120 SPN1121
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN2340 BEGINNING SPANISH FOR SPANISH SPEAKERS

(4)
This course is designed for Spanish Speakers who have an oral command of the language but whose knowledge of written and/or formal Spanish is incomplete. Class is conducted in Spanish with emphasis on improvement of spelling, grammar, vocabulary, reading, writing, and oral skills. Emphasis will be placed on the correction of typical errors created by the influence of the English language. Every unit will cover important cultural aspects of the Hispanic world. Prerequisite:

To be a heritage or native speaker of Spanish. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

SPN2441 SPANISH IN THE BUSINESS WORLD (3)
More advanced study of Spanish business documents with particular emphasis on the writing of business letters, commercial legal documents and translation. Prerequisite: instructor's approval. Meets Area 8 general education requirements for the A.A. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2955 STUDY ABROAD: ADVANCED COMPOSITION (3)
For students wishing to attain greater proficiency in spoken and written Spanish. Conversation and composition based on selected readings and a variety of contemporary topics. Meets Area 8 general education requirements for the A.A. This course is used only in BCC Study Abroad Programs.
Prerequisite: SPN2201
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2956 STUDY ABROAD: ADVANCED COMPOSITION (3)
For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Meets Area 8 general education requirements for the A.A. degree. This course is used only in the BCC Study Abroad Programs.
Prerequisite: SPN2201
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPW2010 STUDIES IN SPANISH LITERATURE AND CULTURE I (3)
Course enables student to read intelligently classical masterpieces in the literature of Spain from Middle Ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: SPN2201 or equivalent, instructor's approval. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPW2011 STUDIES IN SPANISH LITERATURE AND CULTURE II (3)
Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature humanities credit. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: instructor's approval or
Prerequisite: SPN2201
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

STA2023 STATISTICS (3)
A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Meets Areas 5A or 6 of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.
Prerequisite: MAT1033
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

SUR2001 SURVEYING I (1)
The theory of construction surveying including the use and care of surveying instruments. Prerequisite satisfied or instructor approval.
Prerequisite: MAC1105
Pre or Corequisite: SUR2001L
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SUR2001L SURVEYING I LAB (2)
The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes, batter boards, bench marks. Prerequisite satisfied or instructor approval.
Prerequisite: MAC1105
Pre or Corequisite: SUR2001
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 40.00

SUR2140C SURVEYING II (3)
Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as laser, tellurometer and geodimeter equipment.
Prerequisite: SUR2001 SUR2001L
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 40.00

SYG1931C TEA: SOCIAL, MULTICULTURAL ISSUES AND FIELD EXPERIENCE (3)
This course is the third in a series of four professional seminars for students enrolled in TEA courses seeking an A.A. degree from BCC. General analysis of educational practices and their impact on students and society through a scientific consideration of modern social and multicultural forces on personal experiences, social behavior and academic performance.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2000 PRINCIPLES OF SOCIOLOGY (3)
General analysis of the structures and functions of society and culture through a scientific consideration of the influence of social and cultural forces on personal experiences and social behavior. Meets Areas 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2010 SOCIAL PROBLEMS (3)
The study of the social and cultural aspects, incidence, and characteristics of selected social problems. Meets Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2212 SOCIETY AND THE ENVIRONMENT (3)
A study of humanity's social systems and the resulting impact of their technologies on the natural environment and natural life support systems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2230 CONTEMPORARY RACE AND ETHNIC STUDIES (3)
A study of minority dominant relations with emphasis on ethnic, racial, and religious minorities.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2322 JUVENILE DELINQUENCY (3)
A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causations.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2323 INTRODUCTION TO CRIMINOLOGY (3)
A study of crime and criminal behavior, and its cause and related effects on society, with an emphasis given to criminal

theory, and the sociological implications of criminal behavior.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2340 SOCIOLOGY OF HUMAN SEXUALITY (3)
A survey of the sociological, psychological, and physiological sources of human sexuality and their impact on contemporary social attitudes and behavior.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2421 MARRIAGE AND FAMILIES: INTERCULTURAL COMPARISON (3)
A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution and current familiar structures of the world.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2441 SOCIAL INSTITUTIONS (3)
A study of the institutions of pre-industrial, industrial, and post-industrial societies. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies. Meets Areas 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2905 INDEPENDENT STUDY IN SOCIOLOGY (3)
A directed study course in Sociology. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Head of the Behavioral Sciences Department via an instructor with whom he wants to work. Prerequisite to be ascertained by the instructor and the Department Head.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2930 SPECIAL TOPICS: CURRENT ISSUES IN SOCIOLOGY (3)
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the SYG2930 course title published in the course schedules for each term the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2940 SOCIOLOGY FIELD SCHOOL (1)
This course is designed to provide an on-scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course. Instructor's approval.
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2942 SOCIOLOGY FIELD SCHOOL (3)
This course is designed to provide an on-scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course in domestic and foreign social settings. Prerequisite: Instructor approval.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

TAR2122 COMMERCIAL ARCHITECTURAL DRAFTING (3)
This course enables the student to provide architectural drawings and study construction methods and techniques used in commercial buildings. Special attention is directed to the practice of prestressed/precast concrete beams and structural steel members. AutoCAD/ArchCAD will be used extensively as one of the tools for preparing drawings.
Prerequisite: ETD1320
Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

TAR2142C ARCHITECTURAL 3D RENDERING (3)
Rendering is the step after the formation of a building's skeleton (wire-frame bones and structure in the computer), where adding the surface textures, lighting and environmental context brings the pre-visualization of the project to life.
Prerequisite: ARC1056C ETD1320
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

TAR2144C ARCHITECTURAL 3D SPACE AND ANIMATION (3)
Architecture 3D Space & Animation is the last of a series of classes in 3D modeling and rendering that enable architects to pre-visualize the completion of a building, illuminating design-related issues before costly construction begins. Animation provides a sense of space and context of a building, bringing the ideas of the architect to life for the firm's and client's better understanding.
Prerequisite: ARC1056C ETD1320 TAR2142C
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

TAR2154 MULTI STORY ARCHITECTURAL DRAFTING (3)
This course enables the student to provide architectural drawings and study construction methods and techniques used in high-rise buildings. Special attention is directed to air conditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals.
Prerequisite: TAR2122
Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

TAX2000 INCOME TAX I (3)
This course covers principles of federal income taxation applicable to individuals. The course is designed for students to acquire the basic knowledge necessary in the preparation of individual tax returns. Sample tax returns will be prepared. Offered Terms I and II North and Central Campuses, Term II on South Campus.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

TAX2010 INCOME TAX II (3)
This course is a continuation of TAX2000 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample tax returns will be prepared. Offered Term II, Central Campus.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

THE2000 THEATRE APPRECIATION (3)
A course designed to acquaint the student with the elements of theatre and how they combine and interact to create the live theatre experience. Lecture and discussion will investigate the nature and art of theatre, while the viewing of video taped and live stage plays will furnish examples of the various dramatic genres, including tragedy, comedy and musical theatre. Meets Area 2D general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

THE2051L CHILDREN'S THEATRE PRODUCTION (3)
Participation in the rehearsal and production of the Children's Theatre Program, which continues during the entire term.
Corequisite: THE2052L
Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

THE2052L CHILDREN'S THEATRE TECHNICAL (3)
Participation in the technical aspects of the Children's Technical Theatre Program.
Corequisite: THE2051L
Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

THE2100 INTRODUCTION TO THEATRE HISTORY (3)
An evolutionary study of the Theatre from the 5th century B.C. to the present day.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

THE2300 SURVEY OF DRAMATIC LITERATURE (3)

A study of plays from the time of the early Greek to the current dramatists in light of the historic, philosophic, socio-political milieu of the era that promulgates the particular genre. Plays will be analyzed from a dramaturgical point of view.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

TPA1290 TECHNICAL THEATRE LAB I (1)

Participation as technician in the dramatic and musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA1291 TECHNICAL THEATRE LAB II (2)

Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

TPA1292 TECHNICAL THEATRE LAB III (3)

Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPA2000C INTRODUCTION TO THEATRE DESIGN (3)

An introduction to the techniques, practices, and processes in scenic, lighting, costume, and sound design. The course includes a period styles overview, script analysis, and a survey of appropriate paperwork required by each area.

Prerequisite: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2060 SET DESIGN (3)

Research and execution of the visual environment of the play. Assigned projects will include pencil and ink drawings, layouts, ground plans, elevations, renderings, and models.

Prerequisite: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2192L SUMMER THEATRE/TECHNICAL PRODUCTION (3)

Participation in the technical aspects of a theatrical production including but not limited to stagecraft, stage management, properties, costuming, wardrobe, lighting, sound, stage makeup and house management.

Corequisite: TPP2190L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPA2200 STAGECRAFT (3)

An investigation of the principles of stagecraft, lighting, props and set construction.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2220 INTRODUCTION TO STAGE LIGHTING (3)

An historical background of theatrical lighting technology and design and an introduction to the tools and concepts used by the lighting technician from primitive equipment to the modern computer system.

Prerequisite: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2248 MAKEUP FOR STAGE AND TELEVISION (3)

The theoretical and practical application of all types of straight and character make-up for the stage and television.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP1190 PERFORMANCE LAB I (1)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP1191 PERFORMANCE LAB II (2)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

TPP1192 PERFORMANCE LAB III (3)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPP2110 ACTING I (3)

Study and development of acting skills concentrating on the student's ability to believe and exist in imaginary circumstances as if they were real, and to transmit those beliefs clearly and artfully to an audience.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2111 ACTING II (3)

Building on the foundations established in Acting I, Acting II focuses on a close examination of the dramatic text which becomes the basis for character development and scene work. Students will analyze and perform two scenes during the term. Additional experience is also gained with the monologue by analyzing and performing two longer speeches.

Prerequisite: TPP2110

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2190L REHEARSAL AND PERFORMANCE I (3)

Participation in the audition, rehearsal and performance process of a theatrical stage production.

Corequisite: TPA2192L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPP2300 DIRECTING (3)

An investigation of the problems of choosing and analyzing scripts, casting, rehearsals, costuming, make-up, organization and management of the Educational Theatre.

Prerequisite: TPP2111

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2500C MOVEMENT FOR THE ACTOR (3)

An academic study and practical application of body movement technique for the actor. Students will extend their own range of movement through vocal and physical effort training and free themselves from any personal movement habits.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2531 STAGE COMBAT (1)

Armed and unarmed combat techniques for the stage.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2700C INTRODUCTION TO VOICE (3)

An academic study and practical application of the efficient and effective use of the speaking voice, particularly in meeting the special demands of acting for the stage. Following a thorough introduction to the International Phonetic Alphabet students will learn the theories and principles of good voice and articulation of general American speech. The theories and principles of the course will be applied in written assignments, oral performances before the class, and through vocal exercises done in class, the learning resources language laboratory, and at home.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2701C VOICE AND ARTICULATION II (3)

Application of techniques studied in Intro to Voice, with emphasis on the study of vocal posture and the International phonetic Alphabet. Students will continue to improve articulation and pronunciation, as they learn to apply differentiation of sounds and adjustment of vocal posture to achieve a neutral American Dialect. Learned skills will then be utilized to master three popular stage dialects. The theories and principles of the course will be applied in written

assignments, oral performances before the class, and through vocal exercises done in class, the learning resources laboratory, and at home.

Prerequisite: TPP2700C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

WJA1600 WJA COMPLEXITY (3)

Complexity of the world.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.35

WOH1951 ISRAEL PROGRAM II (16)

This is a holding course. A mechanism by which students enrolled in a study abroad program (Israel) can receive institutional credit.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

WOH1952 ISRAEL PROGRAM I (15)

This is a holding course. A mechanism by which students enrolled in this travel and study abroad program (Israel) can receive institutional credit.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

WOH2040 WORLD IN THE 20TH CENTURY (3)

An examination of the major political, social, economic, intellectual, diplomatic, and military developments and events of the 20th century. A chronological approach to several major themes which frame the history of the contemporary world; the decline of European hegemony in the course of two major wars and a world depression; the concomitant challenge to western supremacy from Asia; a half-century of superpower hostility following the outbreak of the Cold War; and the transformation of global politics in the course of declining superpower hegemony. Meets Areas 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ZOO2010 GENERAL ZOOLOGY (3)

Basic course pertaining to the development, anatomy, physiology, genetics, ecology and natural relationships of the animal kingdom. Meets Areas 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: ZOO2010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ZOO2010L GENERAL ZOOLOGY LABORATORY (1)

Laboratory experiments and activities to accompany ZOO2010. one two-hour period weekly. Special fee charged. Dissection of animals is a component of this course. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general requirements for the A.A. degree. Meets 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: ZOO2010

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 30.00

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Automotive Technology
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Nursing, Central Campus

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Vacant

English

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mato, James R., Business Administration- JD, Law, Saint Johns University New York; BS, Management, Saint John's University New York

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- Javls, Stephen**, Physical Sciences- MA, Chemistry, Temple University; BA, Chemistry, Temple University
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- de Los Santos, Anthony E.**, Journalism- MS, Journalism, University of Tennessee-Knoxville; BS, Journalism, University of Florida; AA, General Education, Miami-Dade Community College
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- ecosmo, Robert**, Director of Health and Safety- BA, Dowling College
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- iaz, Mary F.**, Eng Second Lang Voc- MA, Education, University of Michigan Ann Arbor; BA, French, University of Michigan Ann Arbor
- ibble, Deborah M.**, Biological Sciences- MS, Biology, Eastern Michigan University; BS, Biology, Central Michigan University
- lehl, Teresa M.**, Fine Arts - MFA, San Francisco Art Institute, BFA, Florida International University, AA, Miami Dade Community College
- lenst, Richard A.**, Fire Science Tech- MPA, Public Administration, Governors State University; BS, Fire Science Mgmt, Southern Illinois University; Department of Defense
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- chenique, Marcial L.**, Math -, MS, Mathematics, University of Texas at Arlington, MBA, University of Georgia; BS, Auburn University
- ckert, Peter K.**, Institute of Public Safety- MS, Public Management, Saint Thomas University; Criminal Just Stand and Training AS, Broward Community College
- delstein, Susan**, Department Head- BS, SUNY at Stony Brook; AS, Suffolk County Community College Selden
- iam, Jerry W.**, Department Head. MA, BA, Western Kentucky University
- iot, Eileen**, English- MS, Counseling, Nova Southeastern University; BS, English, Towson State University
- Ellingham, Patrick M.**, English- Ed.D, Higher Education, Nova Southeastern University; MA, Humanities, State University of New York System; BA, English, State University of New York System
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- Rogge, James A.**, Reading- M.Ed, Urban Education, University of Miami; Ed.S, Reading, Nova Southeastern University; BA, Social Science Education, University of South Florida
- Romance, Dennis**, Business Administration- DBA, Management, Nova Southeastern University; MBA, Business Administration, Arizona State University; BS, Business Administration, SUNY College at Buffalo
- Romero, Dora Y.**, Modern Foreign Language- MA, French, University of Pittsburgh Central; MA, French, University of Pittsburgh Central; BA, French, Albright College
- Ross, Kenneth S.**, Dean for Academic Affairs (*interim*)- Ed.D, University of Tennessee; M.Ed, BS, University of Florida
- Rothhaar, Janet A.**, Library- MLS, Library Science, University of Michigan Ann Arbor
- Rothschild, Ronnie**, Behavioral Science- MA, Psychology, New School For Social Research; BA, CUNY Brooklyn College
- Roundy, Peter**, English- Ph.D, English, Florida State University; MA, English, Florida Atlantic University; BA, English, Boston University
- Ruggiero, Dianne M.**, Reading- Ed.D, Language and Literacy, University of Massachusetts - Lowell; M.Ed, ESL, Boston State College; BA, French, Bridgewater State College
- Russell, Angela C.**, Nursing - MPH, Florida International University, MNS, University of Phoenix, BS, University of North Carolina
- Ryan, Thomas J.**, History/Political Sciences- Ed.D, Higher Education, Nova Southeastern University; MA, History, University of Alabama; BS, History, Florida Southern College
- Sadler, Jack J.**, Eng Second Lang Voc- MA, Linguistics/ESL, U De Costa Rica; BA, English, U De Costa Rica
- Sahagun, Claudia A.**, Modern Foreign Language- MA, Spanish, University of Kentucky
- Samet, Donna M.**, English- MA, English, Florida Atlantic University; BA, English, University of Illinois at Chicago
- Sanchez, Deborah K.**, Theatre- MFA, Theatre, Florida Atlantic University
- Sanderson, Sylvia**, Nursing- MSN, Nursing, Florida Atlantic University; BSN, Nursing, Nova Southeastern University; Registered Nurse
- Sandmaier, Frank S.**, Director of Systems and Network- MA, University of Phoenix; BS, University of Florida, AA, Broward Community College
- Santiesteban, Vicky L.**, English- MA, English, University of North Texas
- Sawyer, James**, Manager of Campus Facilities- BS, Utica College of Syracuse University, AS, Broward Community College
- Schantz, Laura E.**, Legal Assisting- JD, Law, University of Miami; BBA, Business Administration, University of Miami
- Scheff, Gloria**, Behavioral Science- MA, Psychology, Adelphi University; BA, Psychology, Ithaca College

☉ - Denotes Broward Community College Alumni

- Schenden, June L.**, Communications - MS, Physical Education, University of Tennessee-Knoxville; BS, Physical Education, Eastern Kentucky University
- Scherperel, Loretta J.**, Music- DMA, Performance and Literature, University of Rochester; MM, Performance and Literature, University of Rochester; BM, Music, Greensboro College
- Schiffman, Diane M.**, Director for Industry Based Training- AS, Broward Community College
- Schultz, Donald O.**, Institute of Public Safety- MPA, Public Administration, University of Southern California; BS, Police Science, Long Beach City College
- Schwartz, Jerry**, Department Head- MA, Brooklyn College; BA, Long Island University
- Scott, Cecil W.**, Reading- MS, Elementary Education, Barry University; BA, Liberal Studies, Barry University
- Searcy, Frederick T.**, Biological Sciences- MS, Botany, University of Mississippi Main Campus; MS, Library Science, Florida State University; BA, Biology, University of Mississippi Main Campus
- Seavers, Norman R.**, Associate Vice President for Economic Development- M.Ed, Southern Illinois University System; BS, Southern Illinois University
- Senior, Patricia**, Director of Staff Development- M.Ed., EDS Florida Atlantic University, BS, SUNY at Albany
- Senior, William A.**, English- Ph.D, English, University of Notre Dame; MA, Medieval Studies, University of Connecticut; BA, English, Colby College
- Service, John G.**, Business Administration- JD, Law, University of Miami; BBA, Finance, Florida Atlantic University; AA, General Education, Broward Community College
- Shakespeare, Jan M.**, Manager of Flight Program- MAS, Embry-Riddle Aeronautical University; BA, Florida Atlantic University; BS, Broward Community College
- Shields, John T.**, Marketing and Management- Ed.D, Vocational Education, University of Minnesota Central; MA, Curriculum and Instruction, University Of Minnesota Central; Ed.S, Education, University of Minnesota Central; BA, Business, University of Minnesota Central; BS, Business Education, University of Minnesota Duluth
- Sherman, Barbara E.**, Nursing- MSN, Nursing, Wayne State University; BSN, Nursing, Mercy College of Detroit; Registered Nurse
- Shulman, David M.**, Director of Learning Technology- MS, Barry University; BS, Western International University
- Hupp, Wendy S.**, Nursing- MSN, Nursing, Northwestern State University; BSN, Nursing, Cedar Crest College; AS, General Studies, Vermont College; Registered Nurse
- Simpsen, Sharon F.**, Biological Sciences- Ph.D, Anatomy, University of Illinois - Chicago; MAT, Education, University of Vermont; MS, Zoology, University of Vermont; BS, Ed, Secondary Education, University of Vermont
- Sinkoff, Sherri F.**, Communications - MS, Long Island University-C.W. Post Center, BA, Post College
- Sizemore, Mareta**, Campus Director of Student Life- BS, University of Southern Mississippi
- Sloman, Deborah S.**, Dean for Student Affairs- Ed.D, MS, Florida International University; BA, Florida Atlantic University, AA, Broward Community College
- Sloman, Leo D. III**, Hotel Restaurant Inst Admin- MBA, Business Administration, University of Rhode Island; BS, Aeronautical Studies, Parks College of Saint Louis University
- Slutsky, Lois R.**, Accounting- MS, Accounting, Florida International University; BBA, Accounting, Florida International University; Certified Public Accountant
- Smith, Albert E.**, Dean of Business Affairs- MBA, Adelphi University; BS, Florida A&M University
- Smith, Edward P.**, History/Political Sciences- MA, History, West Virginia University; BA, History, West Virginia University
- Smith, Mary O.**, Reading- M.Ed, Reading, Georgia Southwestern College; BS, Elementary Education, Western Kentucky University
- Smith, Susan M.**, Speech- D.Rel, Religious Education, Jacksonville Baptist Theological Seminary; MAT, Speech, University of Florida; BS, Broadcasting, University of Florida; AA, General Studies, University of Florida
- Smith, Theodore V.**, Physical Sciences- Ph.D, Behavioral Science, Nova Southeastern University; MS, Astronomy, University of Kansas Main Campus; BS, Science, Iowa Wesleyan College
- Sobchak, Alicia B.**, Graphics Design - MFA, Florida Atlantic University, BFA, University of Florida
- Sorkin, Howard**, Mathematics- MA, Mathematics, University of Miami; BS, Elementary Education, Long Island University Brooklyn
- Sotolongo, Fred**, Computer Info Sys. - MS, University of Miami, MBA, University of Miami; BS, Florida International University
- Spector, Ira A.**, Mathematics- MAT, Mathematics, University of Florida; BA, Mathematics, State University of New York System
- Spring, Joel**, Mathematics- BS.Ed, Secondary Education/Math, University of Florida
- Strygler, Judy**, Manager of Campus Facilities / Grounds- AA, Broward Community College
- St. Patrick-Bell, Denise M.**, Behavioral Science - Ph.D, Educational Administration, University of Arizona; MA, Education, University of Connecticut; BS, Special Education, University of Connecticut
- Staats, Charles F.**, English- MA, English, Seton Hall University; BA, English, Seton Hall University
- Stallworth, Clarence A.**, Vice President for Facilities and College Services- MSE, BSE, University of Michigan Ann Arbor
- Stancil, John H.**, Dean of Business Affairs- MBA, University of Detroit; BS, Wayne State University
- Starson, Elena C.**, Counselor- MS, Higher Education, University of Miami; BA, Education, Montclair State College
- Stawicki, Jacqueline A.**, Radiation Therapy Tech- BA, Vocational Education, California State University Long Beach; AS, Radiologic Tech, Chaffey Community College; Amer Registry Radiologic Tech Radiologic Technologists
- Stewart, Joy E.**, Biology - MS, Biological Sciences, Florida Atlantic University
- Stitsky, Leo J.**, Visual and Performing Arts - MFA, BFA, Columbia University, New York
- Stone, Sandra J.**, Massage Therapy- BS, Barry University, AA, Business Administration, Palm Beach Community College; AS, Legal Assisting, Palm Beach Community College; Massage Therapist
- Strylsick, Pamela J.**, Accounting- MS, Accounting, Florida International University; BBA, Accounting, Florida Atlantic University
- Sturdy, Janet**, Director of U/C Learning Resources- MA, University of South Florida; BA, Florida Atlantic University
- Tan, Daniel**, Librarian- MA, Library and Information Studies, University of South Florida; BS, Engineering Science, University of Florida; AA, Pre-Med, Broward Community College
- Taylor, Rodney**, Computer Science-Industrial- MBA, Business Administration, Southeast Missouri State University; BS, Business Administration, Southeast Missouri State University

- Tearle, Maryeve**, Director, Center for Business and Industry- MS, National College of Education; BA, Loyola University of Chicago
- Tenenbaum, Michael I.**, Counselor- M.Ed, Counselor Education, Florida Atlantic University; BA, Psychology, Florida Atlantic University; AA, AS, Psychology, Broward Community College
- Theodore-Pharel, Marie**, English- MA, English, University of Massachusetts Boston; BA, History, Tufts University
- Thomas, Wanda**, Provost for Health Sciences and Vice President for Technical Education- Ed.D, University of Arkansas; BS, Kent State University
- Thompson, Byron G.**, Associate Vice President for Academic Affairs- MAT, Duke University; BS, Florida Atlantic University; BA, Huntingdon College
- Thompson, Jeffrey L.**, Construction Project Administrator- MS, BS, University of Florida
- Thompson, Winston A.**, Department Head- Ph.D, Columbia University; MA, Union Theological Seminary; MA, Westminster Theological Seminary
- Thornton, John E.**, Dean of Business- MBA, West Chester- University of Pennsylvania, BS, Widener University Central Office
- Tilles, Mindy L.**, Counselor- M.Ed, College Student Personnel Serv, University of Miami; BA, Psychology, University of Miami
- Titus, Karon L.**, Nursing- Ed.D, Education, Nova Southeastern University; M.Ed, Nursing Education, Columbia University; BSN, Nursing, RN, Columbia University; AS, Nursing, RN, Rockland Community College; Registered Nurse
- Tonge, Carolyn A.**, Department Head- MA, City University of New York; BA, Nyack College
- Treptow, Jane A.**, Business Administration- Ph.D, Dispute Resolution, Nova Southeastern University; MBA, Marketing, Saint Johns University New York; BS, Marketing, Fashion Institute of Technology
- Tromans, Mark A.**, Department Head- MA, Florida Atlantic University; BA, Clarion University
- Turcotte, Margaret M.**, Department Head- Ph.D, University of Connecticut; MBA, BS, University of New Haven
- Turpin, Ione**, Counselor- MS, Mental Health, Nova Southeastern University; BA, Liberal Studies, Barry University; AA, Broward Community College
- Ullah, Shafi**, Business Administration- Ph.D, Management, Nova Southeastern University; MBA, Business Administration, University of Oklahoma Central; MCA, Accounting, Dhaka University; BC, Business Administration, Dhaka University
- Valliy, Mary Jane**, Nursing- MSN, Nursing, RN, University of Pittsburgh Central; BSN, Nursing, RN, University of Pittsburgh Central; Registered Nurse
- Vandervelde, Gerry M.**, Emergency Medical Tech- AS, Lansing Community College; Adv Cardiac Life Support; Adv Cardiac Life Support; Emergency Medical Services
- Vergara, Hector F.**, Contract and Civil Engr- MS, Civil Engineering, Univ Nacional De Colombia; Professional Engineer
- Viggiano, Louis**, Mathematics- MS, Computer Science, Pratt Institute-Main; BSEE, Electrical Engineering, City University of New York
- Villanueva, Yuri**, Computer Science-Industrial- MS, Electrical Engineering, University of Florida; BSEE, Electrical Engineering, University of Florida
- Volpi, Kristine L.**, Reading- MS, Elem Educ-Computer Educ, Nova Southeastern University; BA, Sociology, University of California-Santa Barbara
- Waldman, Arnold J.**, Mathematics- MA, Education Leadership, New York University; BBA, Business, City University of New York
- Walker, William R.**, Behavioral Science- Ph.D, Psychology, University of Mississippi Main Campus; MA, Psychology, University of Mississippi Main Campus; BA, Behavioral Science, University of Florida
- Walsh-Portillo, Joyce G.**, Accounting - MBA, Universidad Americana, BA, University of South Florida
- Walsh, Karen**, Mathematics- MST, Mathematics, Florida Atlantic University; BS, Education, California University of Pennsylvania
- Walsh, Kevin P.**, History/Political Sciences- Ph.D, Political Science, Southern Illinois University; MA, Political Science, Eastern Illinois University; BA, Triton College
- Walters, Glenn E.**, Aviation Operations- MBA, Business Administration, Florida Atlantic University; Airframe Powerplant
- Wang, Xiao**, English- Ph.D, English, Ball State University; MA, English, Saint Cloud State University
- Ward, Joseph F.**, Business Administration - PH.D., Florida International University, MS, University of Baltimore, BA, University of Pittsburgh
- Washell, Richard F.**, History/Political Sciences- Ph.D, Philosophy, University of Toronto; MA, Philosophy, Saint John's University New York; BA, Philosophy, Saint John's University New York
- Watnik, Steven M.**, Mathematics- MA, Mathematics, University of Texas at Austin; BA, Mathematics, Florida Atlantic University
- Weir, Judith R.**, Librarian - MLS, Library Science, SUNY at Albany; BA, Social Studies, State University of New York System
- West, Barbara**, Nursing- MSN, Nursing, RN, Barry University; M.Ed, Administration and Supervision, Nova Southeastern University; BSN, Nursing, RN, Florida A&M University; Registered Nurse
- Westerfeld, Todd**, Advisement - PH.D., Nova Southeastern University
- Wiggenhorn, Joan M.**, Business Administration- PH.D., Florida Atlantic University, Business Administration, MBA, Business Administration, Florida Atlantic University; MA, Economics, Florida Atlantic University; BA, Mathematics, University of Dayton
- Williams, Carolane**, Provost - Ph.D, University of Texas at Austin; MS, Troy State University; BA, Chicago State University
- Williams, Hettie M.**, Dean of Academic Affairs- Ed.D, Nova University; MA, Morgan State College; BS, Florida A&M University
- Williams, Kenneth R.**, Director of Instructional Programs- MA, Webster University; BS, University of Phoenix; AAS, Community College of the Air Force
- Williams, Michael M.**, Theatre- MFA, Drama, University of Texas at Austin
- Williamson, Linda J.**, MS, College of Saint Scholastica, BA, Park College
- Wilson, James L.**, Speech- Ph.D, Speech/ Communications, Florida State University; MS, Speech/Communications, Kansas State University-Salina; BA, Speech/Communications, Kansas State University-Salina
- Windler, Charles W.**, History/Political Sciences- Ph.D, Political Science, Florida State University; MS, Government, Florida State University; MS, Comm/Theory/Research, Florida State University; BA, Government, University of Notre Dame
- Witkov, Carey J.**, Physical Sciences- MA, Physics, Sangamon State University; BS, Science Engineering, Northwestern University
- Wojtowicz, Bogumila**, Mathematics- MS, Mathematics, Florida Atlantic University

Voolley, Debra S., English - MFA, BA, Florida International University.
Vong, Faith J., Coordinator for Enrollment Services. MA, BA, Florida Atlantic University; AA, Broward Community College 🎓
Vood, Julie A., Counselor- MSW, Social Work, Florida State University; BS, Psychology, Florida State University
Vood, Linda A., Director of PSI / Professional and Executive Development- MPA, Temple University; BS, Trenton State College

Wooden, Walter, Mathematics- MS, Natural Sciences, Rensselaer Polytechnic Institute; BS, Mathematics, Bob Jones University
Woods, Julia A., Dean of University / College Library- MPA, Florida International University; MLS, University of Oklahoma; BA, University of Nebraska

BROWARD COMMUNITY COLLEGE FOUNDATION

Since its inception in 1973, the mission of the Broward Community College Foundation has been to provide advocacy, community awareness and financial support to the college, its students and faculty.

The foundation is a 501 (c) (3) not-for-profit organization led by a board of directors composed of business and civic leaders, donors and college representatives who serve as volunteers. Through their efforts, the foundation raises funds, conducts programs and practices stewardship that provides an affordable, quality education for many students who could not otherwise afford to attend college. The foundation also supports mini-grants and an endowed teaching chairs program to reward outstanding professors and encourage innovation in the classroom.

BOARD OF DIRECTORS

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Scott Whiddon
F. Louis Wolff

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Clete Siefker
Judy Van Alstyne
Carol Weber-Thomas

CHAIRMAN EMERITUS

Gene A. Whiddon (deceased)

SCHOLARSHIPS

The Broward Community College Foundation serves as the recipient of private contributions to the college. Each year the foundation provides more than \$1 million in scholarship funds to the college through the generosity of individuals, families, foundations, companies and organizations. Scholarships are available for financially needy students and merit awards are available for students with outstanding academic records.

ENDOWED TEACHING CHAIRS PROGRAM

The Broward Community College Foundation was the first community college foundation in the nation to complete an endowed teaching chairs capital campaign, to recognize, support and encourage the efforts of outstanding professors in their classrooms. The campaign was begun to honor the college's 30th year with a goal of 30 chairs. The program now has 34 chairs, and more than 70 professors have been named recipients.

MERITORIOUS SERVICE AWARDS

Periodically, Broward Community College and the Broward Community College Foundation recognize individuals for their outstanding leadership, service and philanthropy to the college. The college recognizes their efforts with the following awards:

DISTINGUISHED SERVICE AWARD

Gene A. Whiddon, 1973*
James D. Camp, Jr., 1977
Elmer E. Rasmuson, 1977*
Judge James E. Minnet, 1977*

SEAHAWK AWARD

Stephen F. Snyder, 1988
Gene A. Whiddon, 1988*
Robert Elmore, 1989
Daniel S. Goodrum, 1990
Richard S. Kip, 1995
William F. Leonard, 1999

DISTINGUISHED ALUMNI AWARD

Al Rantel, 1983
George Platt, 1983
Larry Ellis, 1984

DISTINGUISHED ALUMNI AWARD (con't)

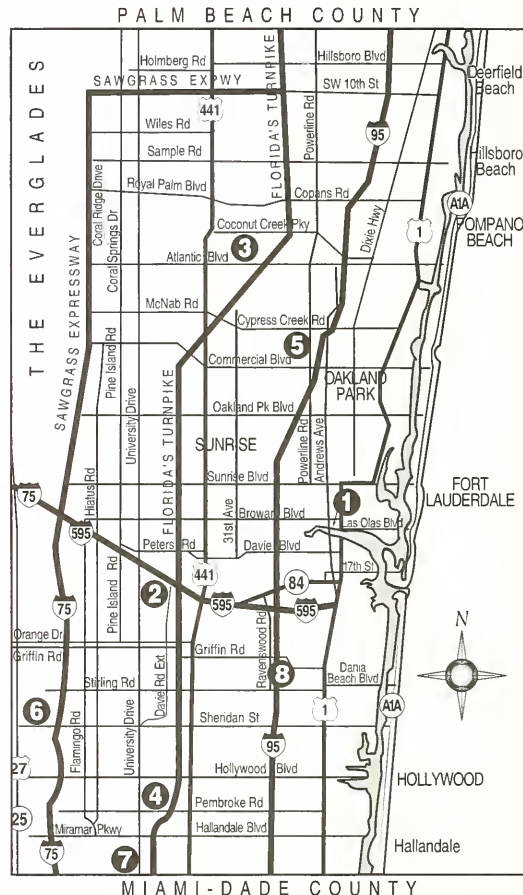
Donald Harvey, 1984
Debbie Sanderson, 1984
Teresa Sjogren, 1984
Lt. Col. Thomas Taylor, 1985
Dr. Betty Adkins, 1987
Robert Alexander, 1987
Bonnie Flynn, 1987
Dr. William Greene, 1987
Richard Hanauer, 1987
Stephen McDonald, 1987
James Naugle, 1987
Aldanzo Pratt, 1987
Dr. Timothy Adkins, 1988
Gov. Parris Glendening, 1988
Sandra McCray, 1988
Carlton Moore, 1988
Dr. Irmgard Bocchino, 1989
Dr. William Proctor, 1989
Jasmine Shirley, 1989
Robert Ferrigno, 1990
Evelyn Hardy, 1990
Dr. Betty Brady, 1991
Barbara Jane Ellis, 1991
Dominick Calabro, 1991

Gabriel Grasso, 1991*
Varen Black, 1992
Sheriff Ronald Cochran, 1992*
Donna Wallace, 1992
Deborah Hazleton, 1993
Cynthia Lodge, 1993
Ray Recchi, 1993*
Winifred Warnat, 1993
Dr. Deborah Sloan, 1994
William Milano, 1994
Cherokee Paul McDonald, 1995
Wil Trower, 1995
Dr. Rita Mae Brown, 1996
Terry Glatt, 1996
Dr. Seth Kalichman, 1996
Sharon Robb, 1996
Steven Berrard, 1997
Judge Gary Farmer, 1998
Michael Rudolph, 1999*
Dr. Michael David Bartberger, 2000
Arden Dickey, 2001
Miles McGrane, 2002
Denise M. Nieman, 2003

* deceased

Broward Community College Campus Locations and Registration Hours

- 1 Willis Holcombe Center** 954-201-7491
 225 East Las Olas Blvd.
 Fort Lauderdale, FL 33301
 Registration: Bldg. 33, Room 109
 Bookstore (FAU Bldg.): 954-762-5204
Registration Hours:
 Monday-Thursday 8 a.m.-6 p.m.
 Friday 8 a.m.-4 p.m.
- 2 A. Hugh Adams Central Campus** 954-201-6865
 3501 S.W. Davie Road, Davie, FL 33314
 Registration: Bldg. 19, Room 104
 Bookstore (Bldg. 19): 954-201-6830
Registration Hours:
 Monday-Thursday 8 a.m.-7 p.m.
 Friday 8 a.m.-4 p.m.
- 3 North Campus** 954-201-2240
 1000 Coconut Creek Blvd.
 Coconut Creek, FL 33066
 Registration: Bldg. 46, 2nd floor
 Bookstore (Bldg. 46): 954-201-2225
Registration Hours:
 Monday-Thursday 8 a.m.-7 p.m.
 Friday 8 a.m.-4 p.m.
- 4 Judson A. Samuels South Campus** 954-201-8835
 7200 Pines Blvd., Pembroke Pines, FL 33024
 Registration: Bldg. 68, Room 113
 Bookstore (Bldg. 67): 954-201-8805
Registration Hours:
 Monday-Thursday 8 a.m.-7 p.m.
 Friday 8 a.m.-4 p.m.
- 5 Commercial Boulevard Center Continuing Education** 954-201-7800
 1515 W. Commercial Blvd.
 Fort Lauderdale, FL 33309
 See *Continuing Education Schedule* for registration information
- 6 Pines Center** 954-201-3601
 16957 Sheridan Street
 Pembroke Pines, FL 33331
Registration Hours:
 Monday & Wednesday 8 a.m.-7 p.m.
 Tuesday & Thursday 8 a.m.-5 p.m.
 Friday 8 a.m. - 4 p.m.
- 7 Miramar Center**
 7451 Riviera Blvd., Miramar, FL 33023
- 8 Tigertail Lake Center**
 580 Gulfstream Way, Dania Beach, FL 33304



A Location for Every Education

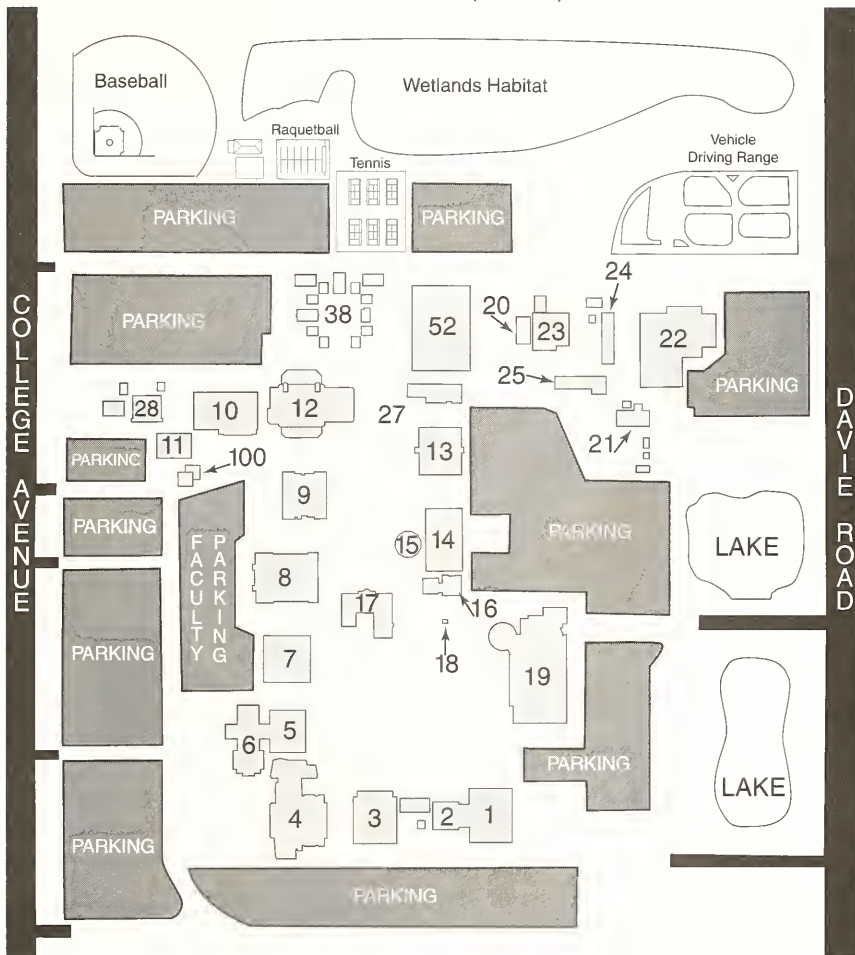
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Community
College**

Opening doors to a brighter future

www.broward.edu

A. Hugh Adams Central Campus

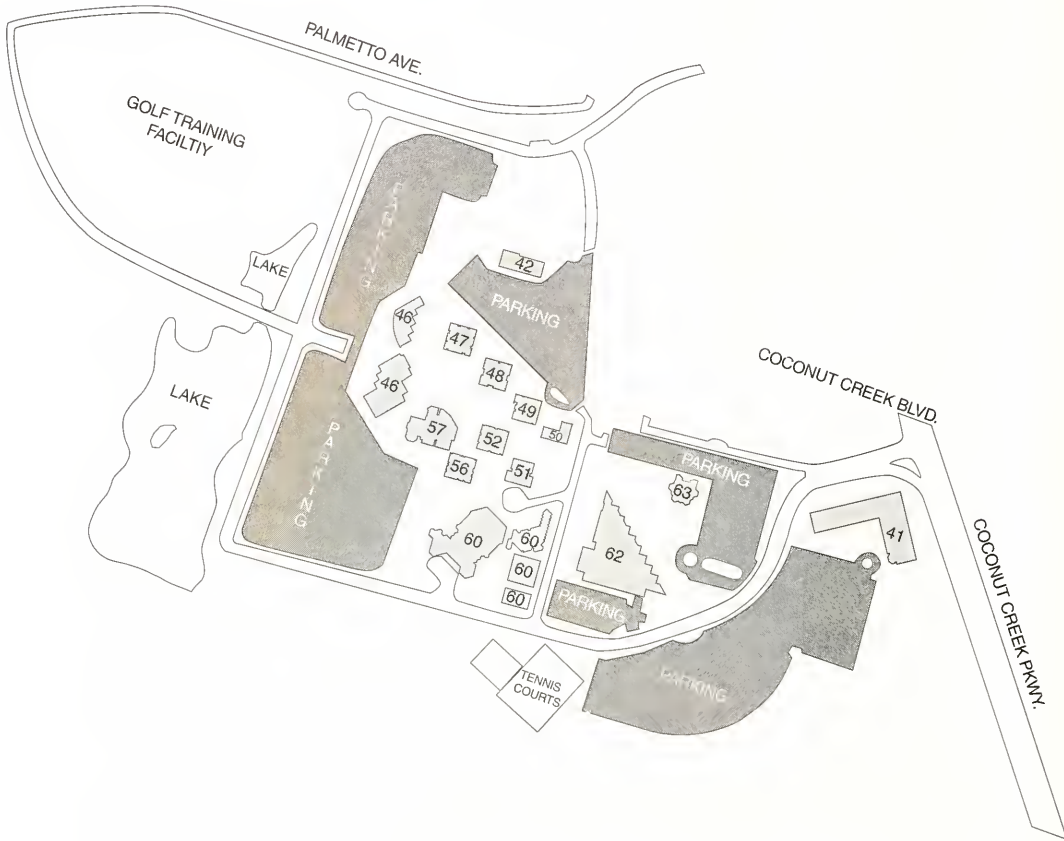
3501 S.W. DAVIE ROAD, DAVIE, FL 33314



- | | | |
|---|--|--------------------------------------|
| 1 Administration | 12 FAU Liberal Arts | 20 Printing & Graphic Arts |
| 2 Social Sciences, Behavioral Sciences | 13 Computer Sciences | Department |
| 3 Classrooms | 14 Natural Science | 21 Horticulture |
| 4 Visual Arts | 15 Classrooms | 22 Institute for Public Safety (CJI) |
| 5 Bailey Concert Hall | 16 Buehler Planetarium | 23 Physical Plant |
| 6 Theatre, Music | 17 University/College Library. | 24 Repair Building |
| 7 Classrooms | Learning Resources | 25 Grounds Building |
| 8 English, Fine Arts Theatre, Math | 18 Buehler Observatory | 27 Child Development Center |
| 9 Classrooms | 19 Robert E. Ferris Admissions & Student Affairs Center | 28 Aquatic Complex |
| 10 Center for Health Science | Bookstore, Bookstore | 38 FAU Modular A through M |
| 11 Business Administration, Communications, ESL, MFL, Reading | Administration | 52 FAU Education Building |
| Gym | Cashier's Office, Counseling, Admissions, Registration, Security, Student Financial Services | 100 FAU Wellness Center |
| Wellness | | |

North Campus

1000 COCONUT CREEK BOULEVARD, COCONUT CREEK, FL 33066

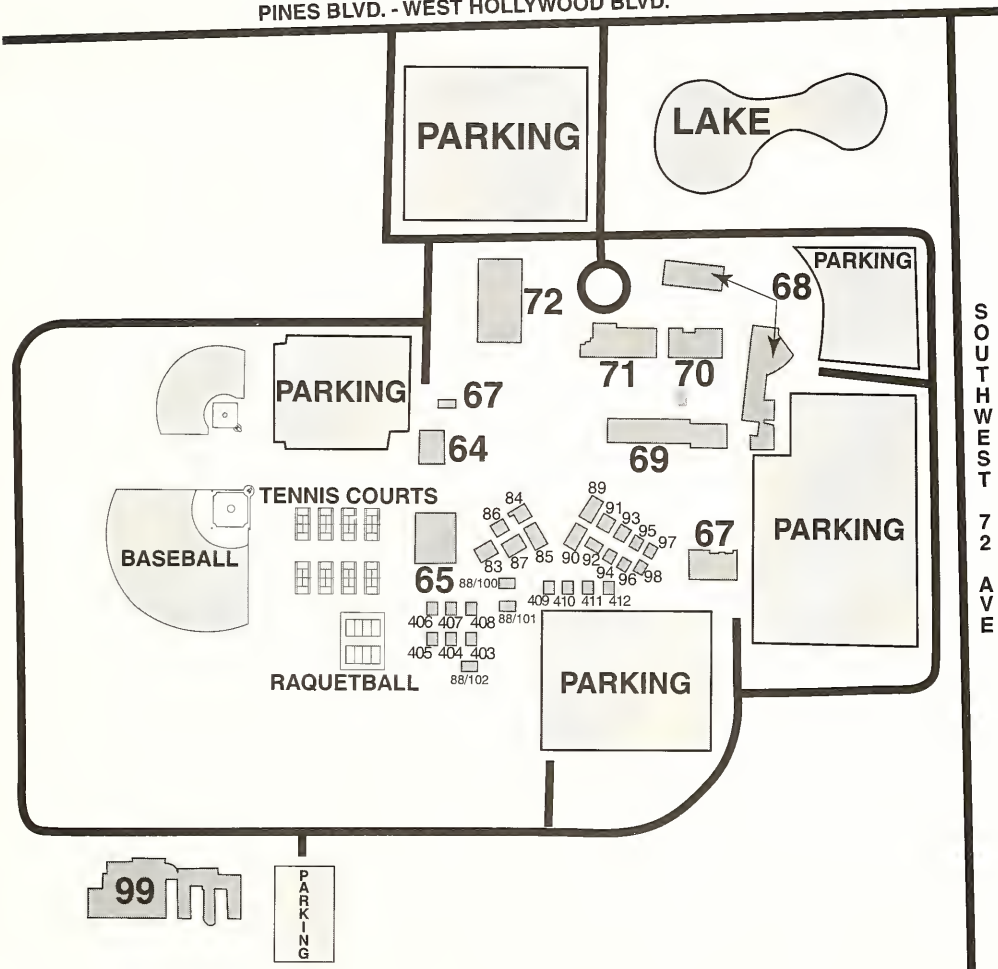


- 41 Health Science
- 42 Central Utility Plant
- 46 Student Services
- 47 Occupational Classroom
- 48 Computer Science/Electronics/Engineering
- 49 Administration building
- 50 Engineering Technology
- 51 Business Administration
- 52 Fine Arts
- 56 Behavioral Science
- 57 Math/Science building
- 60 Omni Building
- 62 North Regional Library
- 63 Day Care

Judson A. Samuels South Campus

7200 HOLLYWOOD/PINES BOULEVARD, PEMBROKE PINES 33024

PINES BLVD. - WEST HOLLYWOOD BLVD.



- 64 Physical Plant
- 65 Wellness Center/Gym
- 67 Bookstore
- 68 Student Services
- 69 Classroom Building
- 70 Science/Computer Labs
- 71 Administration/Provost
- 71 Campus Safety
- 72 Library/Learning Resources
- 99 Aviation

- 88/100 IBT Classroom Trailer
- 88/101 IBT Classroom Trailer
- 88/102 IBT Office Trailer
- 403-412 Classroom Trailers



2004

AUGUST

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JULY

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AUGUST

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NOTES

The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education Rules, and College policy.

The College further reserves the right to require the student to withdraw any time pursuant to appropriate policies and procedures. The College also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work that may have been completed at the College.

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Admissions Application

College Information and Application Instructions

Welcome to Broward Community College. We are delighted that you have decided to apply for admission. Please read the following instructions carefully, as they will assist you in filling out the application correctly. **Type or print in blue or black ink.**

All items must be completed before the application will be processed. Please be sure to complete all sides of the application. Your acceptance letter will be mailed to the local address on the application. If you need to change your address, please contact the campus registration office.

A non-refundable \$35 application fee (check or money order) is required from all new credit students. This fee is charged **only once** with this application. Please make your check payable to **Broward Community College** and please indicate your social security number.

If you plan to mail your application, please mail it to the campus you plan to attend at the address listed above.

TRANSCRIPTS:

Degree-Seeking Students – prior to your enrollment, official college transcripts from all previous institutions you have attended should be sent electronically to the college. If your institution cannot send an electronic transcript, you may have hard copies sent to the campus you plan to attend, however the college will only accept hard copies if your previous institution(s) is not an electronic participant. Failure to do so will jeopardize future enrollment at the college. Please be sure to request the transcripts from all the institutions that you previously attended. Your transcripts will be evaluated only if you are enrolled as a degree-seeking student.

First-Time-in-College Students - your high school transcript reflecting the graduation date must be submitted prior to, or during the term you plan to attend. Official high school transcripts should be sent electronically to the college. If your institution cannot send an electronic transcript, you may have hard copies sent to the campus you plan to attend, however the college will only accept hard copies if your high school is not an electronic participant.

Transfer Students – if you are seeking a degree, you are required to provide official copies of academic records from each college/university previously attended, before evaluation for credit will be considered. To expedite the evaluation of transcripts, please see an academic advisor.

RETURNING STUDENTS:

If you are returning to Broward Community College after an absence of two major terms, please complete a re-entry application instead of this initial application.

HEALTH SCIENCE APPLICANTS:

Please understand that admission to the college does not constitute acceptance into any of the Health Science Programs. A Health Science application is also required upon completion of specific admission criteria. Please refer to the College Catalog for additional information.

ACADEMIC STATUS FOR TRANSFER STUDENTS:

Broward Community College adheres to the Suspension/Dismissal policy of your prior college. Please refer to the Transfer Student Section of the College Catalog.

ADDITIONAL SERVICES:

If you are interested in Student Financial Services (financial aid), Veteran's Benefits, or Disability Services, please contact those offices for information, forms, or special services.

COUNSELING:

If you would like to change your major, you must see an academic advisor on your campus.

Information for Residence Classification

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residence in Florida must be a bona fide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. **All other persons are ineligible for classification as a Florida "resident for tuition purposes" and will be charged non-resident tuition.**

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS

Dependent: A person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service. A copy of your (or parents') most recent tax return or other documentation may be requested to establish dependence/independence.

Independent: A person who provides more than 50% of his/her own support.

General Information

- ☐ College Credit (first-time student) ☐ Vocational Credit (PSAV)
(Returning BCC students must complete a Re-entry Application)

Social Security No. _____

Legal Name _____ Former Name _____
Last First Middle/Salutation

Local Address (Street/City/State/Zip/Country) _____

Emergency Contact (Name/Relationship/Phone) _____

(Street/City/State/Zip/Country) _____

Phone (home) _____ (work) _____ (cell) _____

Birth Country _____ Country of Citizenship _____

Immigration Status: ☐ U.S. Citizen ☐ Permanent Resident Alien (copy required) ☐ Refugee (copy required) ☐ Visa Type (copy required) _____

Birth date: _____ Gender: ☐ Male ☐ Female

Race: (You may check one or more race categories, if applicable. You may choose not to indicate race):

☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black or African American ☐ Native Hawaiian ☐ White

Ethnicity: ☐ Hispanic ☐ Non-Hispanic

Primary Language (please check the item which applies to your status):

- ☐ Was born in the U.S. and whose native language is other than English; or
☐ Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or
☐ Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; or
☐ Was not born in U.S. and whose native language is other than English; and who as a result of the above, has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

Applied Term: (please check one) **Note: Session 1 is a FULL Term. Sessions 2 through 4 are considered Mini-Terms ONLY**

Fall Term: Year _____

- ☐ Session 1: August-December
☐ Session 2: August-October
☐ Session 3: September-December
☐ Session 4: October-December

Winter Term: Year _____

- ☐ Session 1: January-May
☐ Session 2: January-March
☐ Session 3: February-May
☐ Session 4: March-May

Summer Term: Year _____

- ☐ Session 1: May-August
☐ Session 2: May-June
☐ Session 3: June-August

I will attend (Check one)

☐ Central Campus ☐ North Campus ☐ South Campus ☐ Health Sciences ☐ Willis Holcombe Center ☐ Pines Center

Degree Information (Indicate the desired degree or certificate program number from the attached list.)

- ☐ ASSOCIATE IN ARTS _____ ☐ APPLIED TECHNOLOGY DIPLOMA _____
☐ ASSOCIATE IN SCIENCE* _____ ☐ CERTIFICATE _____
☐ ASSOCIATE IN APPLIED SCIENCE* _____ ☐ TRANSIENT STUDENT** (taking courses at BCC for only one term)
☐ NON-DEGREE (not interested in seeking a degree at this time)

***HEALTH SCIENCES APPLICANTS:** Admission to the college does not constitute acceptance into any of the Health Science Programs. A Health Science application is required upon completion of specific admission criteria; see catalog for additional information.

****TRANSIENT STUDENTS** accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that the pre- and co-requisites provide. It is also the students' responsibility to request that an official transcript be sent to their home institution after completion of coursework at BCC.

Basis of Admission (PLEASE check box that applies)

- | | |
|--|---|
| ☐ Graduated (High School) | ☐ Dual Enrollment |
| ☐ Graduated (College-Ready Diploma) | ☐ Early Admissions |
| ☐ Anticipated Date of Graduation from High School (mo/year _____) | ☐ Credit in Escrow |
| ☐ Completed GED | ☐ College Academy |
| ☐ Anticipated Date of completion of GED (mo/year _____) | ☐ Transfer from an accredited college or university |
| ☐ Received Certificate of Attendance | ☐ Non H.S. graduate who has completed 8th grade |
| ☐ Received Special Diploma | ☐ Non H.S. graduate who has not completed 8th grade |
| ☐ None of the above (did not complete high school or GED) | ☐ Transient |

High School Attended or Site of GED: Name of School _____

Graduated or Completed GED (mo/year _____) City/County/State _____

College or Universities Attended (list additional schools on a separate sheet)

Degree-Seeking Students: You are required to submit official college/university transcripts from all institutions attended. **Failure to submit all transcripts will prevent future registration at BCC.** Please request your final transcripts to be sent to Broward Community College Willis Holcombe Center. **Transcripts will be evaluated only if you are a degree-seeking student.**

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Academic Status at last college/university:

- ☐ Eligible to return at this time.
- ☐ On suspension as of (mo/year) _____ eligible to return (mo/year) _____
- ☐ On probation, but eligible to return at this time.
- ☐ On dismissal as of (mo/year) _____ eligible to return (mo/year) _____
- ☐ On suspension/dismissal and not permitted to return.

Good Conduct Certification

Have you ever been incarcerated, convicted of a felony, or experienced disciplinary problems at another educational institution?

☐ **YES** ☐ **NO** If yes, please submit a written statement explaining the circumstances to the Vice President for Student Affairs for review prior to admission to Broward Community College. This information will be handled confidentially.

I authorize the college to obtain my Florida public school/college/university records and test scores through the use of electronic means, if my former school participates in the Florida Automated System for Transferring Educational Records (FASTER). I agree to the release of any transcripts and test scores to this institution, including any score reports that this institution may request from the College Board or ACT.

I understand that I may be **provisionally** admitted until all of my transcripts and related academic records have been received and that if my transcripts are not provided within the first 30 days of my initial term, I may not be allowed to register in a subsequent term.

I CERTIFY that all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by the Academic Honesty policy and all other rules and regulations of Broward Community College. I agree that if my records are not complete within the initial term of enrollment or if any information is found to be false, I may be suspended from classes without a refund of any fees paid.

X

SIGNATURE OF APPLICANT (Parent or Guardian if under 18 years of age)

(NOTE: Also sign RESIDENCY STATEMENT)

DATE

Florida Resident for Tuition Purposes Affidavit (Check appropriate blocks)

(For the purpose of assessing matriculation and tuition fees, a student shall be classified as a "resident" or "non-resident" student based upon Florida Statute S240.1201. If you do not qualify, simply sign the Non-Florida Resident section below.)

- ☐ I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ A Florida public college/university declared me a resident for tuition purposes. **Name of institution** _____
- ☐ I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. **(Copy of marriage certificate required.)**
- ☐ I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. **(INS documentation required.)**
- ☐ I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida (or I am the member's spouse or dependent child). **(Copy of military orders, DD2058, or military document showing home of record required.)**
- ☐ I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am a spouse or dependent child). **(Copy of employment verification required.)**
- ☐ I am part of the Latin American/Caribbean scholarship program. **(Copy of scholarship papers required.)**
- ☐ I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.0551, F.S.). **(Copy of card required.)**
- ☐ I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student's spouse or dependent child).
- ☐ I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the job-related law enforcement or corrections training.
- ☐ I am a full-time student participating in a linkage institute (S.240.137, F.S.)

Attach copies of documentation indicated above – Additional documentation (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the college in some cases. All documentation is subject to verification. Someone other than the student (e.g., parent) should complete this affidavit if the student is absent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. Please print.

Name of Student _____ **Social Security No.** _____

The Claimant is the person who is claiming Florida residency, e.g., the student (if independent), parent, spouse, or legal guardian. All of the questions below pertain to the claimant.

Name of Claimant _____ **Relationship of Claimant to Student** _____

Permanent Legal Address of Claimant Street Address _____

Telephone _____ **City/State/Zip** _____

Date Claimant Began Establishing Legal Florida Residence and Domicile _____

Claimant's Voter Registration:	State	County	Number	Original Issue Date
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Claimant's Driver's License	State	Number	Original Issue Date
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Claimant's Vehicle Registration:	State	License Tag Number	Issue Date
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Non-U.S. Citizen ONLY:	Resident Alien Number	Date Card Issued
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ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature in Ink of person claiming Florida residency **X** _____

Non-Florida Residents Only

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in ink **X** _____ **Date** _____

TERM

SOCIAL SECURITY NUMBER

NAME

Select Major Field Under Educational Objective

ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.)

The Associate in Arts degree is a transfer degree that provides a course of study equivalent to the freshman and sophomore years of a state university in Florida.

1057 Liberal Arts or Undecided A.A. Major	1018 Social Science Education	1172 Marine/Aquatic Biology
1085 Accounting	1019 Special Education	1036 Marketing Management
1086 Actuarial Science	1218 Specific Learning Disabilities Education	1050 Mass Communications
1087 Advertising		1033 Mathematics
1088 Aerospace Engineering	1222 Electrical-Electronics Engineering	1175 Mechanical Engineering
1089 African American Studies	1250 Electronics Engineering Technology (FAMU, UCF)	1176 Mechanical Engineering Related Technology
1067 Anthropology	1016 Engineering, General	1035 Medical Technology
1094 Applied Math/Math Science	1223 Engineering Science	1037 Music
1002 Architecture	1017 English	1139 Music History & Appreciation
1003 Art	1225 Entomology	1140 Music Performance
1060 Art/Graphic Design	1181 Environmental Science B.A. (FIU)	1143 Natural Resources Parks & Recreation
1095 Art History & Appreciation	1182 Environmental Science B.A. (UF)	1144 Nuclear Engineering
1004 Astronomy	1183 Environmental Science B.S. (FIU)	1145 Nutritional Science
1100 Biochemistry	1184 Environmental Science B.S. (UF)	1043 Pharmacy (FAMU)
1005 Biology	1185 Exercise Science And Wellness	1146 Pharmacy (UF)
1228 Botany	1186 Finance	1147 Philosophy
1007 Business Administration	1188 Fire And Emergency Services	1047 Physics
1231 Chemical Engineering	1189 Food Science	1048 Political Science
1009 Chemistry	1190 Food Science & Human Nutrition	1152 Portuguese
1237 Civil Engineering	1021 Foreign Language- Multiple	1011 Pre-Chiropractic
1240 Coastal & Ocean Engineering	1192 Forensic Science	1075 Pre- Electronics Engineering Technology
1241 Computer & Information Engineering	1193 Forest Resources & Conservation	1031 Pre-Law
1242 Computer & Information Science	1194 French	1034 Pre-Medical/Dental
1243 Computer Engineering	1249 General Business	1039 Pre-Nursing
10621 Computer Science	1073 Geography	1041 Pre-Occupational Therapy
1065 Criminal Justice	1024 Geology	1042 Pre-Optometry
1208 Dance	1195 German	1046 Pre-Physical Therapy
1020 Dietetics	1080 Health Service Administration	1056 Pre-Veterinary Medicine
1211 Dramatic Arts	1026 History	1049 Psychology
1214 Ecology	1198 Horticulture Science	1107 Public Administration
1216 Economics And Policy	1058 Hospitality Administration	1108 Public Relations And Organizational Communications
1071 Economics-Business Track	1199 Hospitality Administration (FIU)	1110 Radio & Television Broadcasting
1215 Economics-Social Science	1200 Human Resources Management	1111 Radiologic (Medical) Technology
Education	1202 Humanities	1112 Real Estate
1096 Art Teacher Education	1154 Industrial And Systems Engineering	1052 Religious Studies
1025 Biology Teacher Education	1155 Industrial/Manufacturing Engineering	1118 Social Psychology
1217 Blind And Visually Handicapped Education	1156 Information Sciences	1119 Social Sciences-General
1027 Chemistry Teacher Education	1157 Information Sciences And Systems	1120 Social Work
1012 Early Childhood Teacher Education	1158 Insurance & Risk Management	1063 Sociology
1014 Elementary Teacher Education	1028 Interior Design	1122 Spanish
1219 Emotionally Handicapped Education	1160 International Business Management	1064 Speech Pathology Audiology
1224 English Teacher Education	1069 International Relations	1123 Statistics
1191 Foreign Languages Teacher Education	1161 Italian	1124 Studio/Fine Art
1197 Health Teacher Education	1163 Jewish Studies	1084 Technical Theatre
1022 Mathematics Education	1029 Journalism	1013 Theatre
1137 Middle Grade Science Teacher Education	1164 Junior High/Middle School Mathematics	1083 Theatre Performance
1220 Mentally Handicapped Education	1165 Latin American Studies	1126 Therapeutic Recreation
1038 Music Education	1166 Legal Assisting	1128 Urban & Regional Planning
1030 Physics Teacher Education	1168 Leisure Services Management	1130 Women's Studies
	1167 Leisure Services-Professional	1131 Zoology
	10622 Management-Information Systems	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.)

The Associate in Science degree is a technical degree that prepares a student for immediate employment. The general education courses and some of the technical courses are transferable to a state university in Florida.

2100 Accounting Technology	Aviation	Computer Information Technology
2104 Architectural Design and Construction Technology	21051 Airport Operations Management	21491 Microcomputer Systems Specialist
	2105 Aviation Operations	
Automotive Service Management Technology	2107 Professional Pilot Technology	Computer Programming and Analysis
21682 Autobody Option	2184 Building Construction Technology	2195 Application Programmer
21683 Diesel Engine Specialization	2119 Business Administration	21133 Software Development
21681 Technician/Service Option	2186 Cardiovascular Technology	
	2109 Civil Engineering Technology	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.)

(Continued)

Criminal Justice Technology 21101 <i>Criminal Justice Emphasis</i> 21102 <i>Crime Scene Emphasis</i> 21104 <i>Polygraph Emphasis</i>	2160 2182 2118 2192 2179 2129 2121 2194 2172 2126	Emergency Medical Services Environmental Science Technology Fire Science Technology Graphic Design Technology Health Information Management Health Services Management Hospitality and Tourism Management Industrial Management Technology Legal Assisting Marketing Management	2102 Nuclear Medicine Technology Nursing 21271 <i>LPN-RN Nursing Transition</i> 2127 <i>Nursing (Associate Degree) RN</i> 2153 Physical Therapist Assistant 2159 Radiation Therapy Technology 2191 Recreation Technology 2132 Respiratory Care Technology 2142 Travel and Tourism Industry Management
Database Technology 21492 <i>Oracle Professional Database Administrator</i> 21134 <i>Oracle Professional Database Developer</i>			
2145 Dental Hygiene 2176 Diagnostic Medical Sonography Technology 2166 Early Childhood Education	Network Administrator 21931 <i>Microsoft MCSE</i> 21933 <i>Cisco CCNP</i>		Vision Care Technology 21892 <i>Ophthalmic Technology</i> 21891 <i>Opticianry</i>

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS (A.A.S.)

The Associate in Applied Science degree is a technical degree that prepares students for employment.

A001 Accounting Technology Automotive Service Management Technology A002 <i>Autobody Option</i> A003 <i>Diesel Engine Specialization</i> A004 <i>Technician Service Option</i> A005 Aviation Maintenance Management A006 Biomedical Engineering Technology Business Administration A032 <i>Business Administration</i> A007 <i>International Business Management</i> A035 Computer Engineering Technology	Computer Information Administrator A010 <i>Microcomputer Systems Specialist</i> A012 Diagnostic Medical Sonography A018 Digital Media/Multimedia A0171 Electronic Commerce A013 Electronics Engineering Technology A014 Health Services Management A015 Hospitality and Tourism Management A033 Industrial Management Technology A017 Marketing Management Network Administrator A019 <i>Microsoft MCSE</i> A034 <i>Cisco CCNP</i>	Office Administration A021 <i>Legal Office</i> A022 <i>Medical Office</i> A023 <i>Office Management</i> A024 <i>Office Software Applications</i> A025 Radiography A026 Radiography–Hospital-Based A027 Restaurant Management A028 Telecommunications Engineering Technology A029 Travel and Tourism Industry Management Vision Care Technology A030 <i>Ophthalmic Technology</i> A031 <i>Opticianry</i>
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CERTIFICATES

The Certificate is either a college credit or vocational credit program of study, usually less than one year, that prepares students for immediate employment. The advanced technical certificates are for students with degrees who are seeking advanced knowledge and skills in their professional field.

62140 Accounting Applications 5279 Administrative Assistant 5272 Aircraft Airframe Mechanics 5273 Aircraft Powerplant Mechanics 4281 Architectural Design & Construction Technology (Interior Design) 4265 Basic Perioperative Nursing 4268 Biomedical Equipment Engineering 5282 Broward County Correctional Probation Academy 5270 Broward County Corrections Academy 5269 Broward County Police Academy Business Management 62671 <i>Business Management</i> 62672 <i>Customer Service</i> 62673 <i>Sports Management</i> 4263 Coronary Care Nursing 4262 Critical Care Nursing 5298 Customer Assistance Technology	5217 Dental Assisting 6230 Diagnostic Medical Sonography 6278 Electronic Commerce 4277 Geographic Information Systems 4261 Graduate Nurse Intern 4264 Home Health Nursing 6283 Information Technology Management Microsoft MCSA 6282 Information Technology Novell CNA 5278 Law Enforcement–Crossover from Corrections 5296 Law Enforcement–Crossover from Probations 5297 Legal Secretary 6240 Marketing Operations 5281 Massage Therapy 5215 Medical Assisting 6179 Medical Information Coder/Biller 6281 Medical Office Management 5280 Medical Secretary	4278 Multimedia Web Development 4260 Multi-Skilled Health Care Professional 62387 Networking Cisco CCNA 6224 Nuclear Medicine 62385 Oracle Software Engineer 62386 Oracle System Administrator Office Administration 6280 <i>Office Specialist</i> 6279 <i>Office Support Technician</i> 6237 <i>Office Management</i> 6208 Paramedic 4280 Physical Therapy Assistant (Manual Techniques) 5271 Police Service Aide Academy 4279 Project Manager–Digital/Design Technology 6228 Radiation Therapy Specialist 4275 Vascular Sonography
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APPLIED TECHNOLOGY DIPLOMAS

The Applied Technology Diploma consists of technical courses that are a part of an Associate in Science or Associate in Applied Science degree and prepares students for immediate employment.

B003 Emergency Medical Technician

NON-DEGREE SEEKING

3000 Non-Degree Students
3001 Transient Students

Degrees and majors are explained in the course catalog.

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